

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

January 5, 1922.

CIRCULAR NO. 94

Information to be furnished in recommending
reinstatements under the Executive Order of
June 25, 1921.

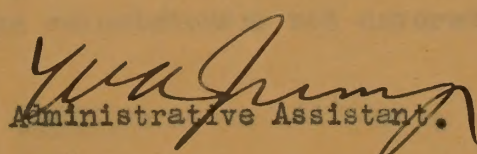
FILE
P. L. GLADMON.

Attention is invited to Circular No. 76, dated July 11, 1921, quoting Executive Order of June 25, 1921, amending the Civil Service rules regarding reinstatement in the service. That order permits the Civil Service Commission in unusual cases to waive the one year reinstatement rule where it is clearly shown that such waiver is necessary in the interests of the service.

In order to properly consider each case upon its merits the Civil Service Commission has requested the Department to furnish certain information (part of which can be supplied by the Office of Personnel from the former employee's service record, and part of which must be furnished by the Bureau) which will enable the Commission to exercise the discretion conferred upon it under the Executive Order above quoted.

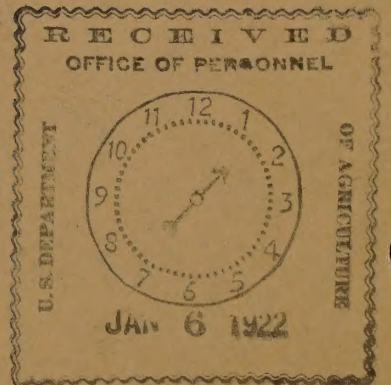
Hereafter, in compliance with the Commission's request, in making recommendations for reinstatement under the Executive Order of June 25, 1921, the bureaus of the Department should include the following information concerning the person whose reinstatement is desired:

Reason for leaving the service.
Efficiency rating while in the service.
Class of work (if any) for which considered especially efficient.
Nature of employment since leaving the service.
Particular need that can be filled, which cannot just as well be filled by promotion or appointment from a register.
Any reason in favor of the reinstatement not covered by the above.


Administrative Assistant.

FILE
H. J. BLANCHARD

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 4, 1922.

CIRCULAR NO.

Information to be furnished in recommending
reinstatements under the Executive Order of
June 25, 1921.

Attention is invited to Circular No. 76, dated July 11, 1921, quoting Executive Order of June 25, 1921, amending the Civil Service rules regarding reinstatement in the service. That order permits the Civil Service Commission in unusual cases to waive the one year reinstatement rule where it is clearly shown that such waiver is necessary in the interests of the service.

In order to properly consider each case upon its merits the Civil Service Commission has requested the Department to furnish certain information (part of which can be supplied by the Office of Personnel from the former employee's service record, and part of which ~~has to~~ ^{must} be furnished by the bureau) which will enable the Commission to exercise the discretion conferred upon it under the Executive Order above quoted.

Hereafter in making recommendations for reinstatement under the Executive Order of June 25, 1921, the bureau ~~shall~~ include the following information concerning the person whose reinstatement is desired:

- Reason for leaving the service.
- Efficiency rating while in the service.
- Class of work (if any) for which considered especially efficient.
- Nature of employment since leaving the service.
- Particular need that can be filled, which cannot just as well be filled by promotion or appointment from a register.
- Any reason in favor of the reinstatement not covered by the above.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 4, 1922.

CIRCULAR NO.

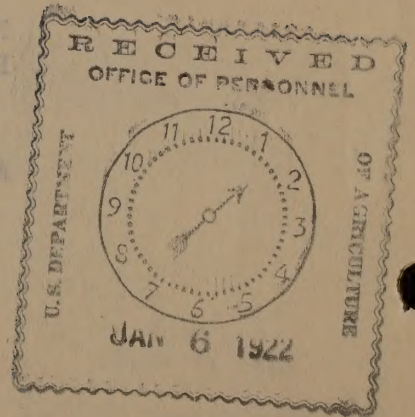
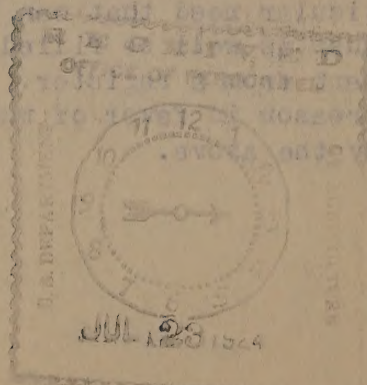
Information to be furnished in recommending
reinstatement under the Executive Order of
June 22, 1921.

Attention is invited to Circular No. 76, dated July 11,
1921, directing Executive Order of June 22, 1921, regarding the
Civil Service rules regarding reinstatement in the service.
That order permits the Civil Service Commission in unusual cases
to waive the one year reinstatement rule where it is clearly shown
that such waiver is necessary in the interests of the service.

In order to properly consider each case upon its merits the
Civil Service Commission has requested the Department to furnish
certain information (part of which can be supplied by the Office
of Personnel from the former employee's service record, and part
of which has to be furnished by the Bureau) which will enable the
Commission to exercise the discretion conferred upon it under the
Executive Order above noted.

Requested in recommending for reinstatement under
the Executive Order of June 22, 1921, the Bureau must include the
following information concerning the person whose reinstatement is
desired:

Reason for leaving the service.
Efficiency rating while in the service.
Class of work (if any) for which considered
especially efficient.
Nature of employment since leaving the service.
Particulars of any promotion or special
award or honor received since leaving the service.
Any person whose reinstatement is desired.



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

December 16, 1921.

To Heads of Departments, Bureaus and Independent Offices:

There is inclosed a supply of Form 381-supplemental, to be used in connection with requests for reinstatement after expiration of the usual year-limit, if the former employees have no special status for reinstatement by reason of military service.

The waiver of the year-limit, when not based on military service, constitutes unusual action to be taken only upon agreement of the Commission and the department concerned that it is necessary in the interest of the service. The information called for by the form is to enable the Commission to exercise the discretion conferred upon it by the rule, and experience has shown that the departments frequently omit information which is necessary, thus necessitating correspondence and attendant delay.

A copy of the form will be expected with each request for a reinstatement involving waiver of the year-limit on the basis of length of service received after January 1, 1922.

By direction of the Commission:

Very respectfully,

John H. Bartlett

President.

Inclosure.

UNITED STATES CIVIL SERVICE COMMISSION

REASONS FAVORING REINSTATEMENT.

This form should accompany requests for approval of reinstatements involving waiver of the year-limit.

Name of person.

1. Age on last birthday.
2. Total length of service.
3. What was the reason for his leaving the service?
4. What was his efficiency rating while in the service?
5. On what class of work, if any, was he considered especially efficient?
6. What has he been doing since he left the service?
7. What particular need can he fill that cannot just as well be filled by promotion or appointment from a register? .
8. State any reason in favor of the reinstatement not covered by the above answers.

.....
SIGNATURE

.....
OFFICIAL TITLE

UNITED STATES CIVIL SERVICE COMMISSION

REASONS FAVORING REINSTATEMENT

This form should accompany requests for approval of reinstatement

Involving waiver of the year-limit.

Name of person.

1. Age on last birthday.

2. Total length of service.

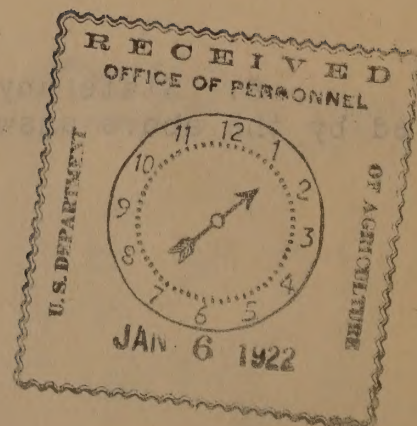
3. What was the reason for his leaving the service?

4. What was his efficiency rating while in the service?

5. On what class of work, if any, was he considered especially efficient?

6. What has he been doing since he left the service?

7. What particular need can he fill that cannot just as well be filled by promotion or appointment from a registry?



F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

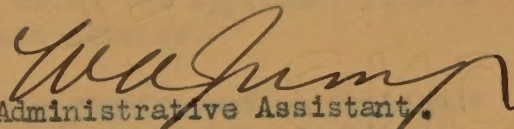
January 10, 1922.

CIRCULAR NO. 95

FILE
P. L. GLADMON.

Federal Personnel Board.

The Secretary has designated Dr. W. W. Skinner, Assistant Chief of the Bureau of Chemistry, as the representative of the Department of Agriculture on the Federal Personnel Board, with Mr. P. L. Gladmon, Chief Personnel Officer, and Dr. W. W. Stockberger, Bureau of Plant Industry, as associates. As provided by Circular No. 52 of the Bureau of the Budget, the Federal Personnel Board will formulate policies and plans designed to place the personnel administration of the Federal Government abreast of the best practice in private enterprise, with due regard to the peculiarities of the public service. The Secretary requests the cooperation of officers and employees of the Department with the representatives above named in connection with the activities of the Board.


Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

4 JAN 11 1922

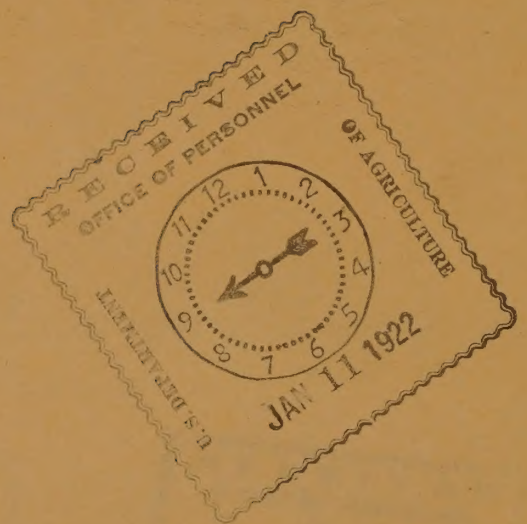
RECEIVED

91 JAN 11 1922

Federal Personnel Board

The Secretary has designated Mr. W. W. [illegible] as the representative of the Office of the Secretary of Agriculture on the Federal Personnel Board. This designation is in accordance with the provisions of the Act of March 4, 1907, which authorized the Secretary of Agriculture to designate a representative to sit on the Federal Personnel Board. The Secretary further requests the cooperation of officials in private service with the Department in the performance of their duties in connection with the activities of the Board.

BOND



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 7, 1922.

CIRCULAR NO. 96.

Certificate and statement to be furnished
in connection with applications for retire-
ment on account of physical disability.

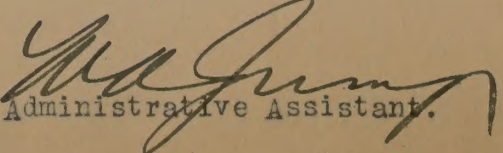
FILE
P. L. GLADMON.

The attention of the various bureaus and offices is invited to the following regulation, regarding retirement, approved by the Secretary of the Interior on February 25, 1922:

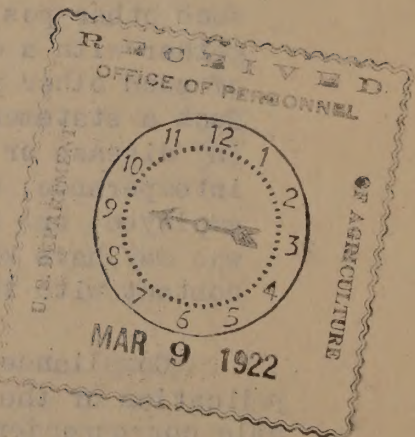
"Hereafter, an application for retirement from the service on account of disability under the provisions of section 5 of the Act of May 22, 1920, must be accompanied by certificate of the applicant's physician, if there be such, fully describing all physical signs of any existing disease or injury, with an expression of opinion as to the degree to which the applicant is disabled for useful and efficient service.

"In addition to the above requirement, a statement of the applicant's superior officer must be furnished showing whether in the opinion of such officer the applicant, on account of disease or injury, is totally disabled for useful and efficient service in the position held, or in any other position in that branch of the service, and if not able to perform his present duties but able to perform the work of some other position, whether such other position has been offered the employee, together with a description of the character of the duties of such other position and its attendant compensation. Such a statement should also disclose whether the existing disease or injury is the result of vicious habits, intemperance, or willful misconduct on the part of the employee, and should be made by some person in authority who may have knowledge of the facts by reason of close contact with the employee."

Compliance with the above procedure will expedite the adjudication of the applicant's claim for annuity and save considerable correspondence.


Administrative Assistant.

MAR 9 1922



Copy for information
and guidance of the
Department of Agriculture.

J. W. Harvey
Chief Clerk.

DEPARTMENT OF THE INTERIOR
Bureau of Pensions
Washington

February 23, 1922.

TO THE HEADS OF DEPARTMENTS, BRANCHES, AND INDEPENDENT OFFICES:

" Hereafter, an application for retirement from the service on account of disability under the provisions of section 5 of the Act of May 22, 1920, must be accompanied by certificate of the applicant's physician, if there be such, fully describing all physical signs of any existing disease or injury, with an expression of opinion as to the degree to which the applicant is disabled for useful and efficient service.

In addition to the above requirement, a statement of the applicant's superior officer must be furnished showing whether in the opinion of such officer the applicant, on account of disease or injury, is totally disabled for useful and efficient service in the position held, or in any other position in that branch of the service, and if not able to perform his present duties but able to perform the work of some other position, whether such other position has been offered the employee, together with a description of the character of the duties of such other position and its attendant compensation. Such a statement should also disclose whether the existing disease or injury is the result of vicious habits, intemperance, or willful misconduct on the part of the employee, and should be made by some person in authority who may have knowledge of the facts by reason of close contact with the employee."

These regulations supersede those approved by the Secretary of the Interior under date of January 24, 1921.

WASHINGTON GARDNER,
Commissioner.

Approved: February 25, 1922.

ALBERT B. FALL,
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 4, 1922.

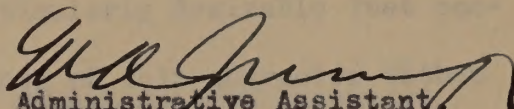
CIRCULAR No. 97

Adjusting Transfer Settlements between Bureaus.

FILE
P. L. GLADMON.

In order to provide for the adjustment of such minor discrepancies as may arise incident to the transfer of funds between bureau appropriations as contemplated by Memorandum No. 342, dated June 20, 1921, each disputed voucher will be referred by the bureaus concerned to the Office of Inspection for investigation and adjustment.

In no case will a transfer voucher be forwarded to the General Accounting Office with a disallowance noted thereon.


Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 4, 1922

CIRCULAR NO. 27

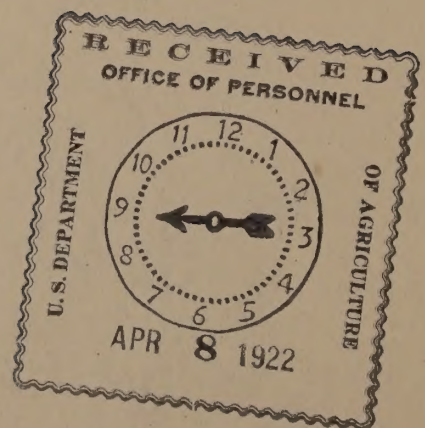
FILE
P. L. GLADSTONE

Adjusting Transfer Certificates between Bureaus

In order to provide for the adjustment of such minor discrepancies as may arise incident to the transfer of funds between Bureau appropriations as contemplated by Memorandum No. 342, dated June 20, 1921, each disbursed voucher will be retained by the Bureau concerned to the Office of Inspection for investigation and adjustment.

In no case will a transfer voucher be forwarded to the General Accounting Office with a disallowance noted thereon.

[Signature]
Administrative Assistant



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

W-W

OFFICE OF INSPECTION
FILE NO.

March 10, 1922.

Mr. A. Zappone, Chairman,
Committee on Finance and Business Methods.

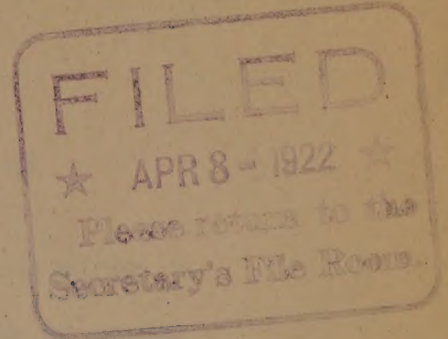
Dear Mr. Zappone:

I transmit herewith a proposed circular for publication by the Administrative Assistant of this Department, providing a procedure whereby differences incident to the transfer of funds between bureaus ^{as} contemplated by Memorandum 342 can be investigated and adjusted.

A number of cases of this character have been called to the attention of the Office of Inspection, the questions presented being in each case administrative in character, for which reason this class of cases appears to fall properly within the functions of this office. It is particularly desirable that consideration should be given to each case of this character within the Department in order that there may be no uncertainty as to the administrative policy involved.

Very truly yours,

Alex. M. C. Ashley
Inspector.



United States Department of Agriculture,

Bureau of Accounts and Disbursements.

Washington, D. C.

CIRCULAR NO. _____

April 1, 1922.

ADJUSTING TRANSFER SETTLEMENTS BETWEEN BUREAUS

In order to provide for the adjustment of such minor discrepancies as may arise incident to the transfer of funds between bureau appropriations as contemplated by Memorandum No. 342, dated June 20, 1921, each disputed voucher will be referred by the bureau concerned to the Office of Inspection for investigation and adjustment.

In no case will a transfer voucher be forwarded to the General Accounting Office with a disallowance noted thereon. with the statement that a number of cases of this character have been called to the attention of the Office of Inspection, the questions presented being in each case administrative. which reason this class of cases appears to fall properly within the functions of that office, and that it is desirable that consideration be given to each case of this character in order that there may be no uncertainty as to the administrative policy involved.

The Committee recommends that the attached circular be approved by you and distributed.

Very respectfully,

Enclosure.

A. G. Ayres
Chairman, Advisory Committee on Finance
and Business Methods.

ADJUSTING TRANSFER STATEMENTS BETWEEN BUREAUS

In order to provide for the adjustment of such minor discrepancies as may arise incident to the transfer of funds between Bureau organizations as contemplated by Memorandum No. 342, dated June 30, 1931, each adjusted voucher will be referred by the Bureau concerned to the Office of Inspection for investigation and adjustment.

In no case will a transfer voucher be forwarded to the General Accounting Office with a disallowance noted thereon.

Administrative Assistant.

United States Department of Agriculture,

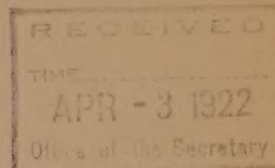
Division of Accounts and Disbursements,

Washington, D. C.

April 1, 1922.

MEMORANDUM FOR MR. JUMP. 1922

FILED
APR 3 1922
Please return to the
Secretary's File Room.



Dear Mr. Jump:

There is enclosed herewith a proposed circular for publication by you, providing a procedure whereby differences incident to the transfer of funds between bureaus, as contemplated by Memorandum No. 342, can be investigated and adjusted. This proposed circular was submitted to the Advisory Committee on Finance and Business Methods by Mr. Ashley, Chief of the Office of Inspection, with the statement that a number of cases of this character has been called to the attention of the Office of Inspection, the questions presented being in each case administrative in character, for which reason this class of cases appears to fall properly within the functions of that office, and that it is desirable that consideration be given to each case of this character in order that there may be no uncertainty as to the administrative policy involved.

The Committee recommends that the attached circular be approved by you and distributed.

Very respectfully,

A. G. Payne
Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

United States Department of Agriculture

Division of Entomology and Plant Quarantine

Washington, D. C.

April 1, 1922

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

There is enclosed herewith a proposed circular for publication of you, regarding a procedure whereby differences incident to the transfer of funds between bureaus, as contemplated by House Resolution No. 241, can be investigated and adjusted. This proposed circular was submitted to the Advisory Committee on Finance and Business Methods by Mr. Arday, Chief of the Office of Inspection. With the statement that a number of cases of this character had been called to the attention of the Office of Inspection, the questions presented being in each case administrative in character, for which reason this class of cases appears to fall properly within the functions of that office, and that it is desirable that consideration be given to each case of this character in order that there may be no uncertainty as to the administrative policy involved.

The Committee recommends that the attached circular be approved

by you and distributed.

Very respectfully,

Charles Arday, Assistant Commissioner of Finance and Business Methods

Enclosure

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 20, 1921.

MEMORANDUM No. 342.

Reimbursement to Bureaus for Cost of Supplies Furnished.

In the conduct of the work of this Department, any Bureau which furnishes supplies to another in connection with the authorized work of the latter Bureau, may be reimbursed the cost of such supplies, provided that such reimbursement will be made only in cases where the supplies are used on work which the Bureau furnishing the same is not legally required to perform. The Bureau furnishing the supplies will keep a record thereof and will submit an itemized account monthly to the Bureau receiving the same for reimbursement by transfer settlement through the Treasury Department, in accordance with the following ruling of the Comptroller of the Treasury.

" *** the practice of having the bureau or office which furnishes supplies to another bureau or office send to the latter a bill or statement of cost, with notation of the appropriations which have borne the expense, is a proper and convenient practice. The bureau or office receiving the supplies can then examine, approve, or have corrected the bill or statement, indicate the appropriation under its control which should be charged, and forward the papers to the Auditor, who settles the accounts of the bureau or office receiving the supplies." (14 Comp. Dec. 225).

Henry Wallace

Secretary.

DECLARATION OF INTEREST

OFFICE OF THE ATTORNEY GENERAL

WASHINGTON, D. C.

June 20, 1931.

MEMORANDUM FOR THE RECORD

Re: Statement of Interest for Office of Supplies furnished.

I, the undersigned, at the time of this statement, am a member of the
Executive Council of the United States and am connected with the
of the latter interest, may be furnished the cost of such supplies, price
which that such statement will be made only in cases where the
supplies are used on work which the Bureau is authorized to
legally required to perform. The Bureau furnishing the supplies will
keep a record thereof and will submit an itemized account monthly to
the Bureau receiving the same for retention of statement
through the Treasury Department, in accordance with the following
rule of the Department of the Treasury.

"In the practice of having the Bureau or office
which furnishes supplies to another Bureau or office send
to the latter a bill or statement of cost, with statement
of the expenditures which have been incurred, as a
basis for accounting purposes. The Bureau or office
receiving the bill or statement, upon receipt, should
submit the bill or statement, together with the statement
showing the cost of the supplies, to the Bureau or office
of the Bureau or office receiving the supplies." (16 Comp.
Gen. Regs.)

Very respectfully,
[Signature]

Enclosure

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

April 21, 1922.

CIRCULAR NO. 98.

FILE
P. L. GLADMON.

Mail Must be Correctly and Completely Addressed.

The Secretary is in receipt of the following communication,
dated April 12, 1922, from the Postmaster General:

I have thought it advisable to bring to your attention the fact that recently there was mailed by the Agriculture Department to patrons of the post office at Pueblo, Colorado, a considerable quantity of mail which did not bear street addresses, and it is possible that this occurs in many other instances.

This of course necessitates directory service, involving increased labor and expense, and at the same time delays the delivery of this as well as other mail.

As for the past year we have been conducting an intensive publicity campaign for correct and complete addresses, I am going to ask your cooperation to the extent of requiring your people to supply the street and number address, post office box number, or rural route number, in every instance where available, and to have mailing lists made up accordingly in the future.

As I understand that you distribute a vast quantity of material annually, in addition to your ordinary mailings, such cooperation will materially aid in expediting deliveries and generally improving the efficiency of the postal service.

I assure you that any assistance you may be able to give us will be highly appreciated.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

April 21, 1922.

Circular No. 28.

Will meet as heretofore and completely addressed.

The Secretary is in receipt of the following communication:

Dated April 12, 1922, from the Postmaster General:

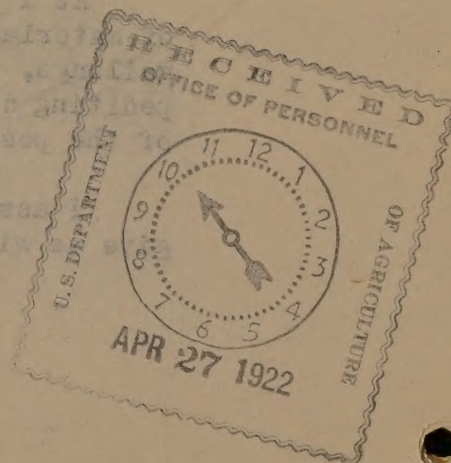
I have thought it advisable to bring to your attention the fact that recently there was mailed by the Agricultural Department to persons of the Post Office at Buffalo, Colorado, a considerable quantity of mail which did not bear appropriate postage, and it is possible that this occurs in many other instances.

This of course necessitates the delivery of service involving increased labor and expense, and at the same time delays the delivery of mail as well as other mail.

As for the past year to have been conducted in intensive publicity campaign for correct and complete addresses, I am going to ask your cooperation to the extent of reporting your agents to supply the correct and proper address, post office box number, or rural route number, in every instance where available, and to have mailing lists made up accordingly in the future.

As I understand that you distribute a vast quantity of material annually, in addition to your ordinary mail, such cooperation will materially aid in expediting deliveries and generally improving the efficiency of postal service.

Assure me that my assistance you may be able to will be highly appreciated.



In compliance with the request of the Postmaster General, the Secretary directs that all officers and employees cooperate to the fullest extent in supplying the street and number address, post office box number, or rural route number, in every instance where available, and to have mailing lists made up accordingly in the future.

W. A. J. [Signature]
Administrative Assistant.

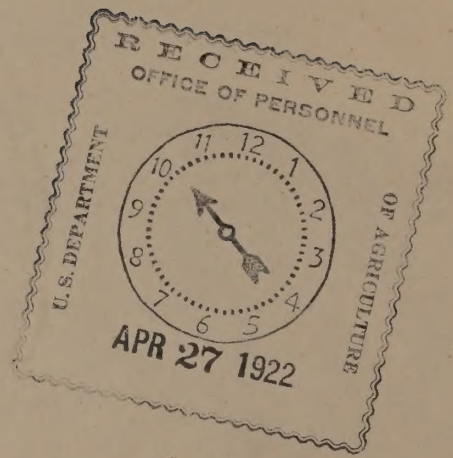


W. A. J. [Signature]

In compliance with the request of the Postmaster General,
the Secretary directs that all officers and employees cooperate to
the fullest extent in supplying the street and number address, post
office box number, or rural route number, in every instance where
available, and to have mailing lists made up accordingly in the

future.

Wm. J. ...
Administrative Assistant



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 3, 1922.

CIRCULAR NO. 99.

Standardization of "Rush" Slips.

FILE
P. L. GLADMON.

A canvass of the Department shows that there are in use in the various bureaus at the present time thirty or more different kinds of "Rush", "Special", "Immediate Attention", "Important", and other slips of like character which are attached to official papers requiring expedition in handling. These slips are of various forms, sizes, shapes, styles of type, colors, quality of paper, etc. A few of them are printed on cardboard.

In the interest of economy a single standard "Rush" slip has been adopted in place of these many varieties of forms, to be recognized and used throughout the Department. To this end, the Chief Clerk of the Department has been directed to order in one lot and keep on hand for distribution to the various bureaus, upon request, a supply of slips of a uniform type.

The printing of these slips is being arranged for by the Chief Clerk through the Division of Publications, and the necessary supply can be obtained by the bureaus of the Department by requisition upon the Department Supply Division. All other similar forms now in use in the Department will be discontinued when the present supply is exhausted and no further orders for printing or multigraphing of especially designed slips will be honored except upon approval of the Chief Clerk of the Department.

"Rush" slips are not to be used except where actually necessary. When such slips are used they should in all cases bear the initials of the person attaching them.

By direction of the Secretary:

W. A. Jump
Administrative Assistant.

*Return to
J.*

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 10, 1922

Circular No. 99

FILE
R. L. CLARK

Standardization of "Eyes" Slips

A survey of the Department shows that there are in use the various bureaus at the present time thirty or more different kinds of "Eyes", "Special", "Immediate Attention", "Important", and other slips of like character which are attached to official papers requiring attention in handling. These slips are of various forms, sizes, shapes, colors, styles of type, quality of paper, etc. A few of them are printed on cardboard.

In the interest of economy a single standard "Eyes" slip has been adopted in place of these many varieties of forms, to be recognized and used throughout the Department. To this end, the Chief Clerk of the Department has been directed to order in one slip and keep on hand for distribution to the various bureaus, upon request, a supply of slips of a uniform type.

The printing of these slips is being arranged for by the Chief Clerk through the Division of Publications, and the necessary supply can be obtained by the bureaus of the Department by request to the Division of Publications. All other similar forms now in use in the Department will be discontinued when the present supply is exhausted and no further orders for printing or multiplication of specially designed slips will be honored except upon approval of the Chief Clerk of the Department.

"Eyes" slips are not to be used except where actually required, and such slips are not to be used in all cases sent to the person attaching them.

Respectfully,
The Secretary

[Signature]
Assistant Secretary

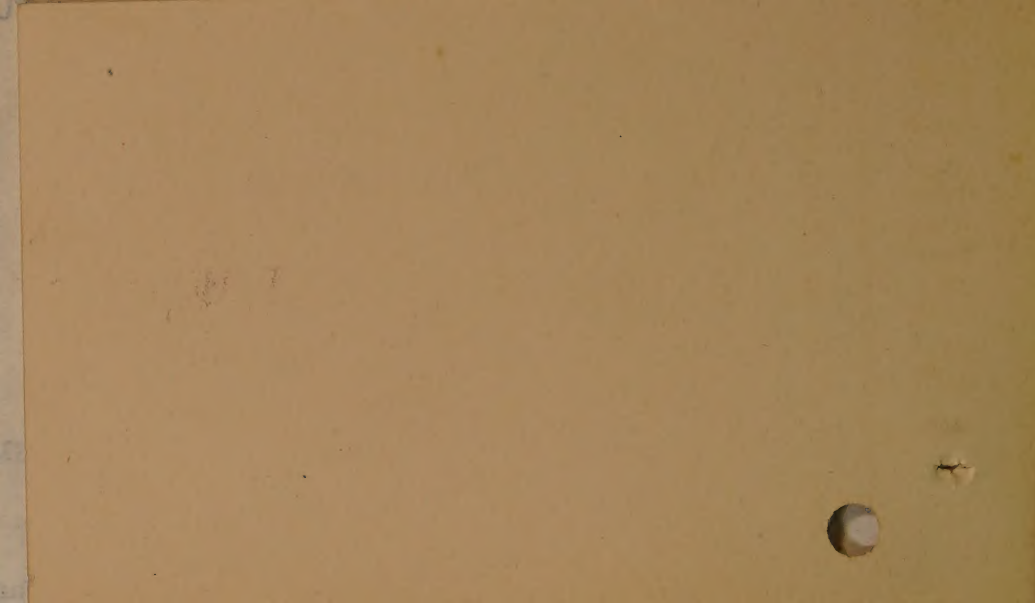


SPECIAL

To be answered by _____, 19__

sps

D



IMPORTANT

Special attention is called to the following:

[illegible]

IMPORTANT

Special attention is called to the following:

IRISH

ISCS

1



U. S. Department of Agriculture,
BUREAU OF PLANT INDUSTRY.

Please give papers herewith immediate attention, and return promptly to Office of Records, Bureau of Plant Industry, Department of Agriculture, Washington, D. C.

Do not detach this slip.

Initialed

Date



U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY.

Please give papers herewith immediate attention.



United States Department of Agriculture,
BUREAU OF PLANT INDUSTRY.

* * * * *
* R U S H ! *
* * * * *

Please give papers herewith IMMEDIATE
attention.

DO NOT DETACH THIS SLIP.

Des



RUSH

Initials of person attaching this slip.

Libson

RUSH



Initials of person attaching this slip.

RUSH

Initials of person attaching this slip: _____

U. S. Department of Agriculture.

The papers to which this slip is appended should receive **IMMEDIATE ATTENTION**, taking precedence over all papers to which no similar slip is attached.

Officers and employees of the Department of Agriculture are strictly enjoined from making use of "RUSH" slips except in cases of **ACTUAL EMERGENCY**.

718

James Wilson

Secretary of Agriculture.

B. M. 24.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF MARKETS AND CROP ESTIMATES.

SPECIAL

.....
(The initials of the person attaching this slip should appear on it.)

23

RUSH

8— 2516

Initials of person attaching this slip: -----

 U. S. Department of Agriculture.

The papers to which this slip is appended should receive **IMMEDIATE ATTENTION**, taking precedence over all papers to which no similar slip is attached.

Officers and employees of the Department of Agriculture are strictly enjoined from making use of "RUSH" slips except in cases of **ACTUAL EMERGENCY**.

F.H.B.

D. F. Houston

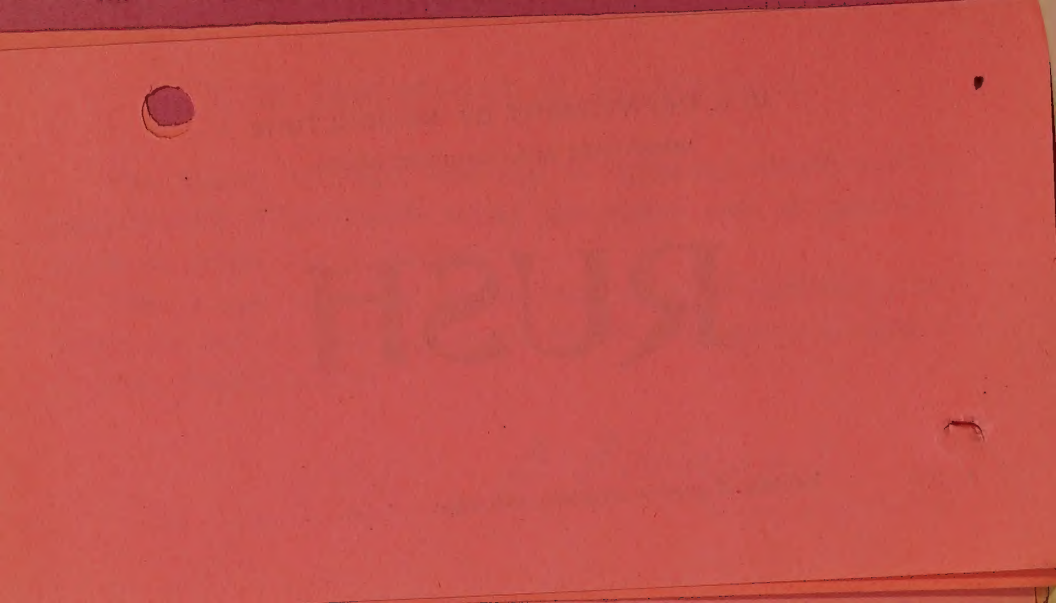
Secretary of Agriculture.

U. S. DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD

RUSH

8— 2516

Initials of person attaching this slip: -----



IMMEDIATE.

SPS



STAGION

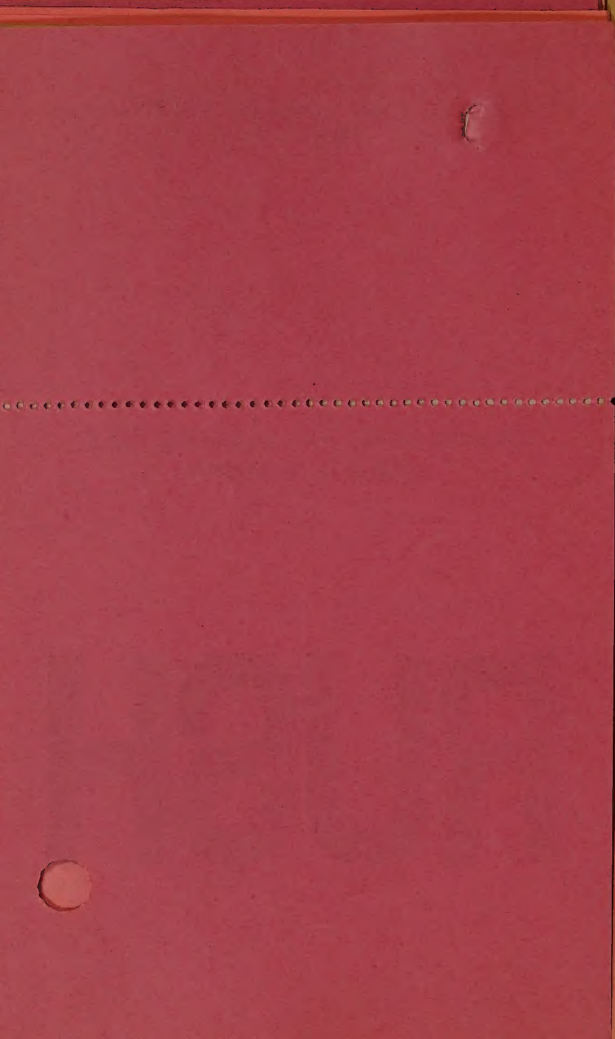
FOLD THIS TOP OVER PAPERS BEFORE ATTACHING
WITH CLIP.

DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY.

RUSH

8

ad



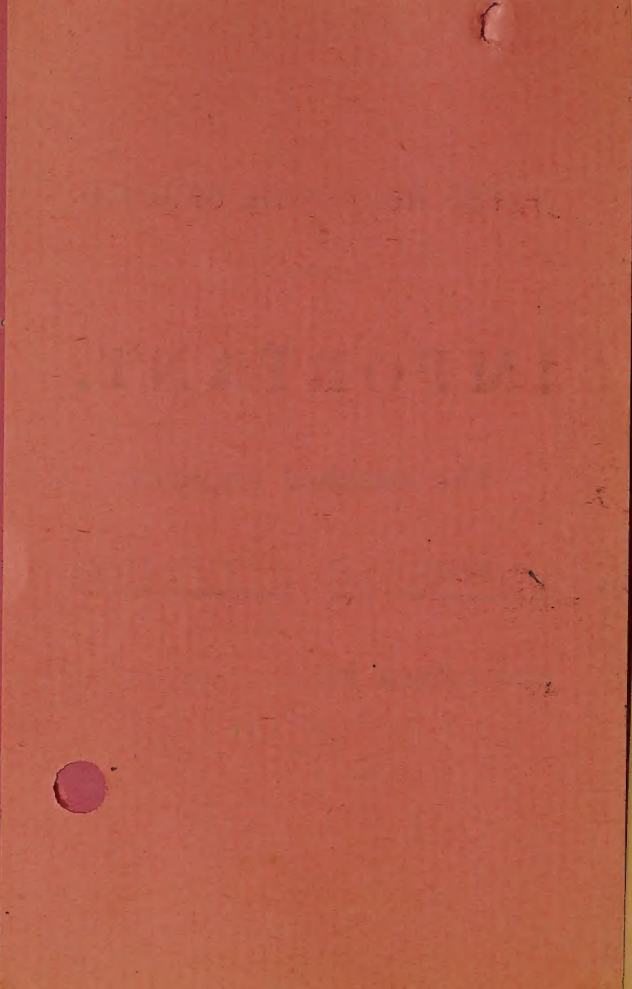
STATES RELATIONS SERVICE.

IMPORTANT.

The attached requires

IMMEDIATE ATTENTION

and return to _____



1093

SPECIAL

SPECIAL

U. S. DEPARTMENT OF AGRICULTURE,
LIBRARY.

**This Letter Requires
Immediate Attention.**

U. S. DEPARTMENT OF AGRICULTURE

WASH. D. C.

This letter requires
immediate attention.

U.S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE ASSISTANT SECRETARY

IMPORTANT.

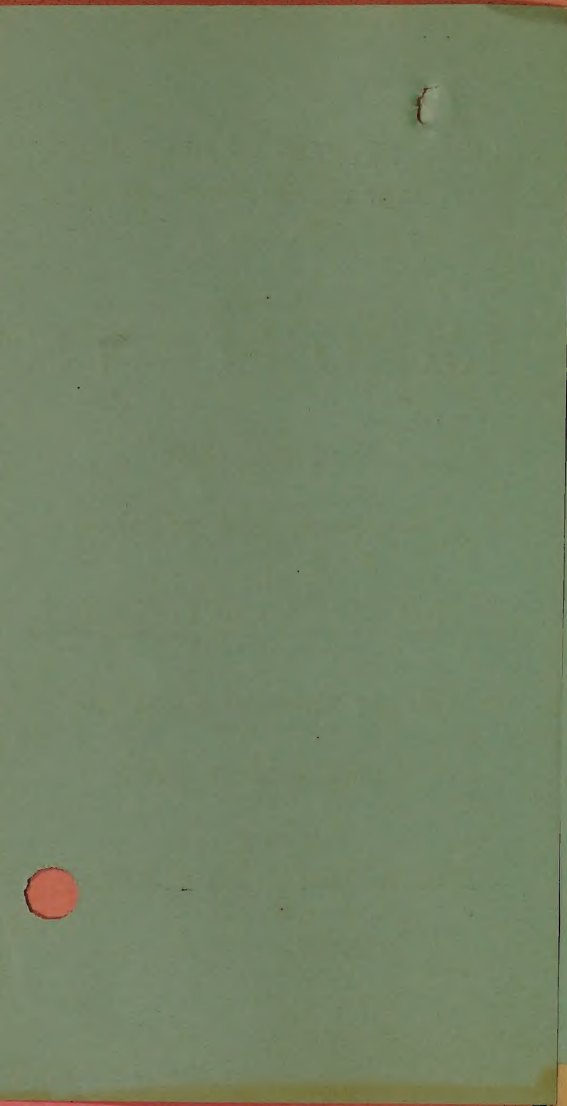
The attached
correspondence requires

IMMEDIATE ATTENTION.

Reply thereto must be
returned to the

OFFICE OF
THE ASSISTANT SECRETARY

within days.



Form A-23.

**FOLD THIS TOP OVER PAPERS BEFORE ATTACHING
WITH CLIP.**

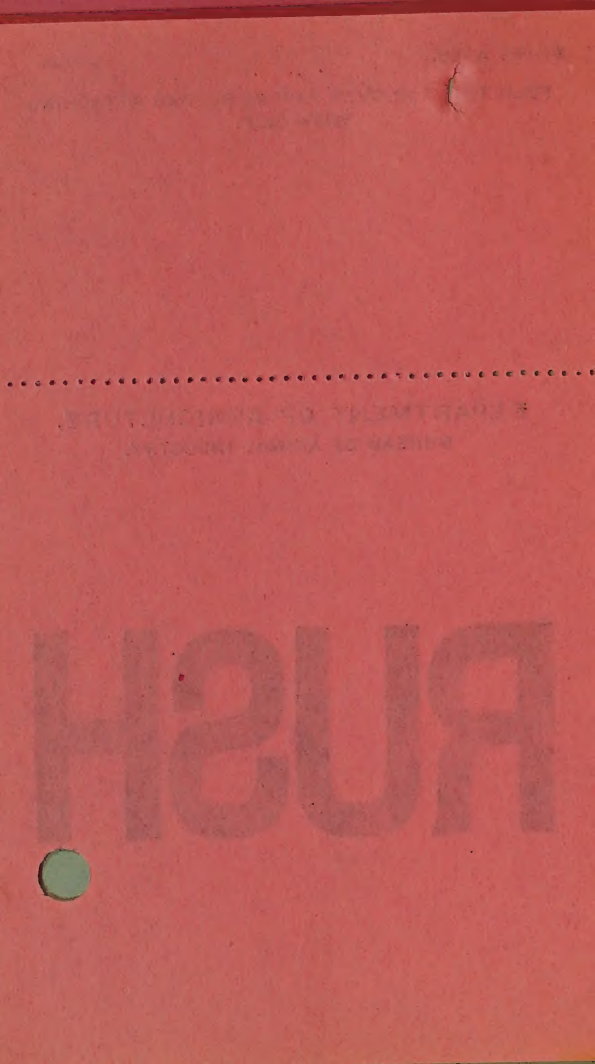
**DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.**

**IMMEDIATE
ATTENTION**

**FOLD THIS TOP OVER PAPERS BEFORE ATTACHING
WITH CLIP.**

DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

RUSH



U.S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY.

IMPORTANT.

The attached
correspondence requires

IMMEDIATE ATTENTION.

Reply thereto must be
returned to the
OFFICE OF THE SECRETARY
within days.



Form 147

U. S. DEPARTMENT OF AGRICULTURE

OFFICE OF

PUBLIC ROADS AND RURAL ENGINEERING

Immediate Attention.

8-3590

*used only on Fed. aid
road communications.*

also noted your

100-1000

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

DEPARTMENT OF JUSTICE

UNITED STATES DEPARTMENT OF JUSTICE

100-1000

B. M. 24.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF MARKETS.

SPECIAL

8—2979

(The initials of the person attaching this slip should appear on it.)



THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

DEPARTMENT OF AGRICULTURE .

DIVISION OF PUBLICATIONS.

RUSH

.....

(Initials of person attaching
this slip.)

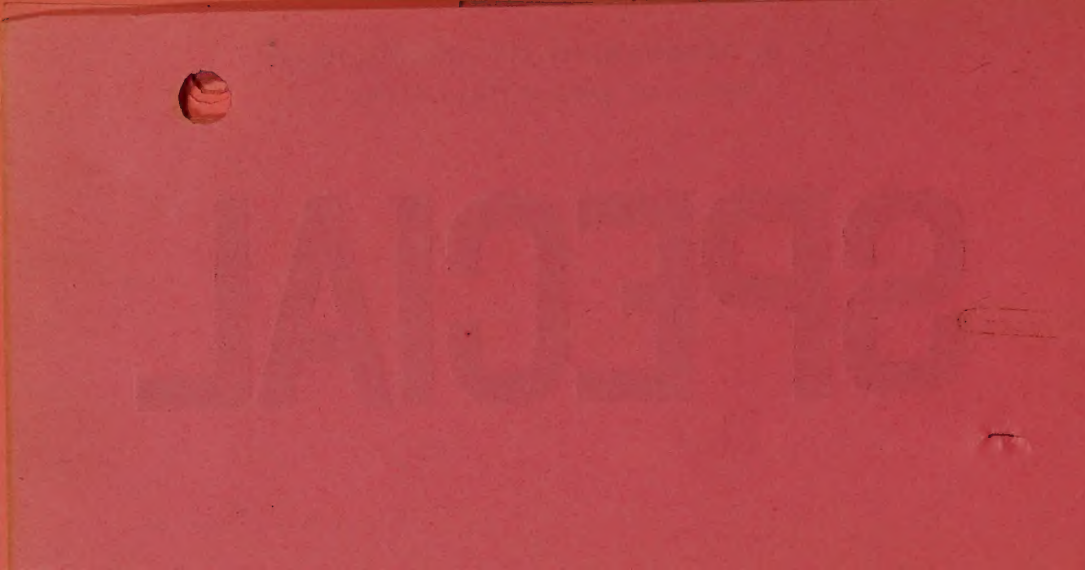
DEPARTMENT OF AGRICULTURE
DIVISION OF SOIL CONSERVATION

RUSH

(Initials of person attaching
this slip.)

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF APPOINTMENT CLERK.

SPECIAL



BIOLOGICAL SURVEY.

RUSH

B1-247

GOVERNMENT PRINTING OFFICE

(Initials of person attaching.)

WORLDWIDE
1977

RUSH

1977

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF BIOLOGICAL SURVEY.

IMPORTANT.

The attached
correspondence requires

IMMEDIATE ATTENTION.

Do not use except in
case of actual emergency.

Attached by _____

B1-247.

18

8-4039

U. S. DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

IMPORTANT.

The attached

correspondence reports

IMMEDIATE ATTENTION.

The report was made in

case of actual emergency.

Attached by _____



FOR IMMEDIATE ATTENTION.

U. S. Department of Agriculture,
BUREAU OF PLANT INDUSTRY,
OFFICE OF RECORDS.

RUSH



FOR

IMMEDIATE ACTION

RUSH

The messenger taking the papers to which this tag is attached will deliver them without delay to the office or person indicated.

SPECIAL

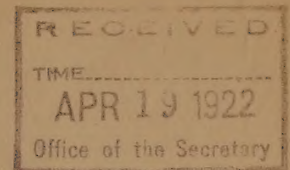
SPECIAL

SPECIAL

DM

SPECIAL

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



April 18, 1922.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has carefully noted your letter of the 7th instant and the attached "Rush" or "Special" slips. The Committee is of the opinion that it would be well to have one standard slip recognized and used throughout the Department. If a standard form is adopted the slips can be printed in one lot and distributed to the various bureaus, and the Division of Publications and the consolidated duplicating section directed not to print or multigraph any other "Rush" or "Special" slips, except on approval of some officer of the general administration, whoever may be designated.

The question of determining or deciding upon the particular slip to be used appears to be a matter of personal preference. There are many styles, forms, colors, etc., which might be used, all to advantage, and each particular slip has its own advocate, while some other persons would prefer another style or form of slip. It is thought, however, that certain outstanding features of a standard slip would be as follows:

1. The slips should be red in color.
2. The language should be simple.
3. "U. S. Department of Agriculture" should appear across the top.
4. As little writing as possible should be required on the slips, if any writing at all.

A red slip is considered more attractive for this purpose than other colors, and the Committee thinks the shade of red as shown by the Insecticide and Fungicide Board slip (marked "No. 1") presents the most desirable color.

The slips now in use are of various sizes. While some prefer a small slip, other persons, no doubt, would rather use a large slip. The Committee is of the opinion, however, that a slip about 3 by 4 inches (the size of the Insecticide and Fungicide Board slip marked "No. 1") would answer all purposes.

The words "Rush", "Special", or "Immediate Attention" should appear on the slips in large, bold, black letters. Any of the above would seem to be satisfactory.

In addition to the above, the sentence "These Papers Require Immediate Attention", in prominent letters, or something to that effect, might be added.

It may also be your desire to have the slips bear the initials of the person attaching same, and if such is the case there might very properly be printed in the lower right-hand corner the following:

"Initialed by _____." The Committee believes the slips should be initialed.

There are attached hereto some sheets showing wordings that might be used on the slips, any of which, it is thought by the Committee, will be satisfactory.

A red slip is sometimes used for this purpose, and other colors, and the Committee thinks the standard red is shown by the
These three are the only ones which are marked "R. 1" (except the red
which is white).

The white slip is used in one of two ways. While it is a white slip
which will show the color, no doubt, it is not a white slip. The
Committee is of the opinion, however, that a slip about 2 by 4 inches
(or 2 by 3 inches) is the best size for a white slip marked "R. 1".
Committee will prepare.

The words "white", "red", "blue", or "immediate attention" should ap-
pear on the slip in large, bold, black letters. Any of the above words
will serve the purpose.

It is suggested to the above, the sentence "These Papers Relate To"
and "Attention", in prominent letters, or something to that effect.
which is shown.

It is also suggested to have the white slip 2 by 4 inches
of some good material, and it is also suggested that the very
properly as printed in the lower right-hand corner the following:
"Marked by _____". The Committee believes the white slip should be
marked.

There are attached hereto some sheets showing various ways
in which the slip can be used, and it is suggested that the Committee
will be satisfied.

As you are aware, and as stated above, the particular style and form of a slip is a matter of individual preference. Many different kinds of slips could be used that would meet the needs of the Department. It is believed that any slip selected by you or the Assistant Secretary or some officer of the general administration, whoever may be designated, will be satisfactory.

The Committee recommends that a standard slip be prepared and used throughout the Department, as indicated in your letter. The personal opinion of the members of the Committee is that the slip should be red in color, about 3 by 4 inches in size, and should bear legends as follows:

U. S. Department of Agriculture.
IMMEDIATE ATTENTION.
U. S. Department of Agriculture.
Initialed by _____.

The 32 slips received from you are returned herewith.

Very respectfully,

Enclosures.

A. G. Goyne
Chairman, Advisory Committee on Finance
and Business Methods.

As you are aware, and as stated above, the particular style and

form of a slip is a matter of individual preference. Many different
kinds of slips could be used that would meet the needs of the Department.
It is believed that any slip selected by you or the Assistant Secretary
or some officer of the general administration, whoever may be designated,
will be satisfactory.

The Committee recommends that a standard slip be prepared and
used throughout the Department, as indicated in your letter. The personal
opinion of the members of the Committee is that the slip should be red in
color, about 3 by 4 inches in size, and should bear legends as follows:

U. S. Department of Agriculture
IMMEDIATE ATTENTION
Initialed by _____

The slip received from you are returned herewith.

Very respectfully,

Enclosures.

Chairman, Advisory Committee on Finance
and Business Methods.

U. S. Department of Agriculture.

R U S H .

R U S H .

These Papers Require
Immediate Attention.

U. S. Department of Agriculture.

S P E C I A L

S P E C I A L.

These Papers Require
Immediate Attention.

U. S. Department of Agriculture.

R U S H

IMMEDIATE ATTENTION.

These Papers Require
Immediate Attention.

Initialed by _____

U. S. Department of Agriculture.

R U S H .

U. S. Department of Agriculture.

S P E C I A L .

U. S. Department of Agriculture.

IMMEDIATE ATTENTION.

U. S. Department of Agriculture.

R U S H .

These Papers Require
Immediate Attention.

Initialed by _____

U. S. Department of Agriculture.

S P E C I A L

IMMEDIATE ATTENTION.

These Papers Require
Immediate Attention.

Initialed by _____

U. S. Department of Agriculture.

R U S H

These Papers Require
Immediate Attention.

Initialed by _____

U. S. Department of Agriculture.

H U S H .

These Papers Require
Immediate Attention.

U. S. Department of Agriculture.

S P E C I A L

These Papers Require
Immediate Attention.

U. S. Department of Agriculture.

H U S H

These Papers Require
Immediate Attention.

Initiated by _____

U. S. Department of Agriculture.

SPECIAL

These Papers Require
Immediate Attention.

Initialed by _____

U. S. Department of Agriculture.

IMMEDIATE ATTENTION.

Initialed by _____

U. S. Department of Agriculture.

SPECIAL

These Papers Require
Immediate Attention.

Initialed by _____

U. S. Department of Agriculture.

IMMEDIATE ATTENTION.

Initialed by _____

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 7, 1922. Secretary's File Room.

Mr. A. Zappone,

Chairman, Advisory Committee on Finance and Business Methods.

Dear Mr. Zappone:

Here is a group of thirty-one "Rush" or "Special" slips which have been gathered by a canvass of the various bureaus. Would it not be well to return to the old idea of one standard "Rush" or "Special" slip which would be recognized throughout the Department? I think one of the old type slips which, as I recall it, used to be printed in one lot and then distributed to the various bureaus, is included in the bunch. It has the Secretary's name on the reverse. Will the Committee consider the advisability of this and also, if a standard form is to be used, indicate just what it should be, how it should be handled, etc.? If a standard form were adopted the Department could be notified of that fact and the Division of Publications and the Consolidated Duplicating Section could be instructed by the Assistant Secretary not to print or multigraph any more "Rush" or "Special" slips except on approval of some officer of the general administration, whoever may be designated. It is conceivable, of course, that some work might be such as to require a special rush slip, but what I have in mind is more the general situation.

Sincerely yours,

W. A. Jump

Administrative Assistant.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

APR 1 1932



April 7, 1932

Mr. A. Zappone,

Chairman, Advisory Committee on Finance and Business Methods.

Dear Mr. Zappone:

There is a group of thirty-one "rush" or "special" slips which have been gathered by a census of the various bureaus. Would it not be well to return to the old idea of one standard "rush" or "special" slip which would be recognized throughout the Department? I think one of the old type slips which, as I recall it, used to be printed in one lot and then distributed to the various bureaus, is included in the bunch. It has the Secretary's name on the reverse. Will the Committee consider the advisability of this and also, if a standard form is to be used, indicate just what it should be, how it should be handled, etc.? If a standard form were adopted the Department could be notified of that fact and the Division of Publications and the Consolidated Duplicating Section could be instructed by the Assistant Secretary not to print or multiplex any more "rush" or "special" slips except on approval of some officer of the general administration, whoever may be designated. It is conceivable, of course, that some work might be such as to require a special rush slip, but what I have in mind is more the general situation.

Sincerely yours,

W. A. Jung

Administrative Assistant.

Enclosure.

B. M. 24.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF MARKETS.

SPECIAL

JK

8-2079

(The initials of the person attaching this slip should appear on it.)

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SOLICITOR.

IMMEDIATE ATTENTION.

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

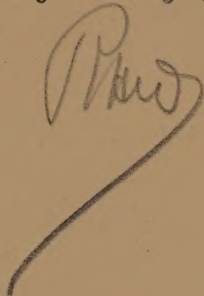
SPECIAL

December 31, 1921.

Mr. Woulfe:

In response to your telephonic request this morning, I am sending you herewith special card and special slip used in the Weather Bureau.

Very truly yours,

A handwritten signature in dark ink, appearing to be 'P. Woulfe', with a long, sweeping underline that extends to the left.

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

**IMMEDIATE
ATTENTION**

8-4079

**This Letter Requires
Immediate Attention.**

DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY.

RUSH

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

Please give papers herewith immediate attention.

8-3181

FOR IMMEDIATE ATTENTION.

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

RUSH

Form 450

FOR

IMMEDIATE ACTION

The messenger taking the papers to which this tag is attached will deliver them without delay to the office or person indicated.

Form 451

IMPORTANT

Special attention is called to the following:

8-451

United States Department of Agriculture,
Bureau of Crop Estimates.

A. S. 3826.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

FOLD THIS TOP OVER PAPERS BEFORE ATTACHING
WITH CLIP.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY.

**IMMEDIATE
ATTENTION**

Hubbards -

No 1 - is our favorite
now. Others only used
as old forms are
floating about.

Canals

Dec 31/21

DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY.

RUSH

8-3630

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

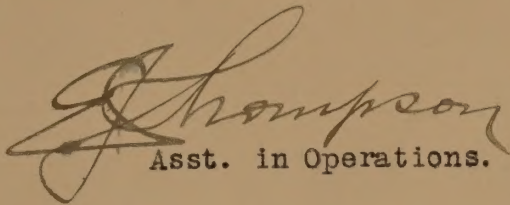
Field Agent.

U. S. DEPARTMENT OF AGRICULTURE,
BIOLOGICAL SURVEY,
WASHINGTON, D. C.

12/31/21

Mr. WOULFE:

This is the only "Rush"
slip used by this Bureau.


Asst. in Operations.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF BIOLOGICAL SURVEY.

IMPORTANT.

The attached
correspondence requires

IMMEDIATE ATTENTION.

Do not use except in
case of actual emergency.

Attached by _____

B1-247.

8-4039

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

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Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS.

RUSH

.....
(Initials of person attaching
this slip.)

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

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Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

STATES RELATIONS SERVICE.

IMPORTANT.

The attached requires

IMMEDIATE ATTENTION

and return to _____

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

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Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF MARKETS.

SPECIAL

B. M. 24.

8-2979

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

U. S. DEPARTMENT OF AGRICULTURE,
INSECTICIDE AND FUNGICIDE BOARD,

This Letter Requires
Immediate Attention.

U. S. DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD

RUSH

8-2516

Initials of person attaching this slip: _____

U. S. GOVERNMENT SHIPMENT

R U S H

Property of Insecticide and Fungicide Board
U. S. Department of Agriculture
Washington, D. C.

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

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Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

Form 147

U. S. DEPARTMENT OF AGRICULTURE

OFFICE OF

PUBLIC ROADS AND RURAL ENGINEERING

Immediate Attention.

8-3590

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

Upon advice from you indicating that you will cooperate regularly in this work, your name will be placed on the mailing lists to receive regularly the "Weekly News Letter," and the "Monthly Crop Report." Requests for other publications of the Department may be addressed to me, and if available will be furnished you promptly by the Department. If desired, I will also send you a form for your convenience in keeping a permanent record of information furnished by you from year to year.

Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

FEDERAL HORTICULTURAL BOARD

RUSH

**THE PAPER TO WHICH THIS
IS ATTACHED SHOULD HAVE
IMMEDIATE ATTENTION.**

United States Department of Agriculture,
Bureau of Crop Estimates.

OFFICE OF FIELD AGENT.

Dear Sir:

You have been recommended as being one of the well-informed men on crop conditions in your vicinity. I would be very glad to have you as one of my correspondents to make a report regularly each month relative to the crops of your locality with which you are familiar.

Enclosed are two schedules pertaining to the first of next month which I hope you will fill out in accordance with the instructions thereon and return one of them to me, on or before that date, in the enclosed envelope which requires no postage.

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Trusting that you will give me the benefit of your knowledge of conditions in your locality, I am,

Very truly yours,

Field Agent.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 18, 1922.

CIRCULAR NO. 100

Communication with American Diplomatic and Consular Officers Abroad.

FILE
P. L. GLADMON.

The following is quoted from a recent communication addressed to the Secretary of Agriculture:

"I have the honor to enclose for your information copy of a despatch from the American Consulate at * * * * relating to * * * *.

"May I invite your attention to a letter of * * * from your office concerning * * * and say that, for obvious reasons, it has long been the practice of the various Departments and independent establishments of the Government to request the Department of State to communicate to the diplomatic and consular officers such information and instructions as it may be desired to issue.

"The officers abroad frequently are unfamiliar with the names of the various executive officers, consequently telegrams especially, sent directly, only tend to cause confusion and delay. Instructions in regard to matters such as those to which the Consul's despatch relates would be materially facilitated by sending them through this Department instead of direct. In cases of great urgency requests for the despatch of telegraphic instructions will be received by this Department by telephone if confirmed subsequently by letter, since it is the disposition of the officers of the Department to extend the fullest cooperation possible to other executive Departments."

The procedure outlined by the Department of State should be followed by all branches of this Department in dealing with officers of the State Department abroad.

By direction of the Secretary:

W. A. J. [Signature]
Administrative Assistant

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 18, 1922.

CIRCULAR NO. 100

FILE
B. J. GLAUMON

Communication with American Diplomats and Consular Officers Abroad.

The following is quoted from a recent communication addressed to the

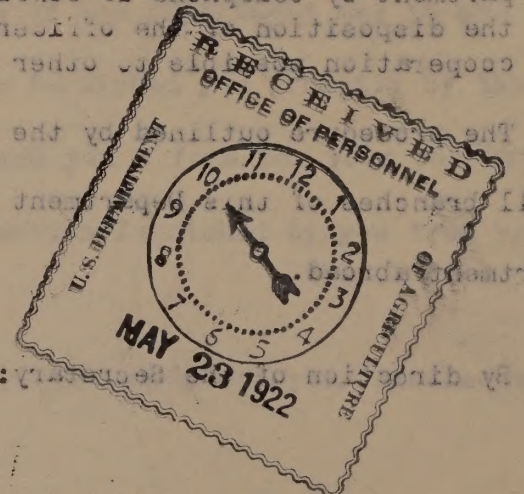
Secretary of Agriculture:

"I have the honor to enclose for your information copy of a despatch from the American Consulate at * * * relating to

"May I invite your attention to a letter of * * * from your office concerning * * * and say that, for obvious reasons, it has long been the practice of the various Departments and independent establishments of the Government to request the Department of State to communicate to the diplomatic and consular officers such information and instructions as it may be desired to issue.

"The officers abroad frequently are unfamiliar with the names of the various executive officers, consequently telegrams especially, sent directly, only tend to cause confusion and delay. Instructions in regard to matters such as those to which the Consul's despatch refers would be materially facilitated by sending them through this Department instead of direct. In cases of great urgency requests for the despatch of telegraphic instructions will be received by this Department by telephone if confirmed subsequently by letter, since it is the disposition of the officers of the Department to extend the fullest cooperation to all other executive Departments."

The Secretary's Office of the Department of State should be followed by all branches of the Department in dealing with officers of the State



Administrative Assistant.

May 18, 1922.

Mr. Jump:

The reference to "Consul's despatch" in second paragraph of quoted matter on brown sheet would seem to make it desirable to add the introductory paragraph, "I have the honor," etc., as shown on the white draft.

Otherwise it seems O.K.

Circulars recently issued have carried a title line without underscoring; with three single spaces between "CIRCULAR NO. " and the title, and three single spaces between the title and the text. In this case, the title is rather long, and might look better if it is run on two lines, as indicated.

Par. 143 of Administrative Regulations provides procedure for correspondence with diplomatic and consular officers of foreign countries but does not cover communications with our own diplomatic officers. This should be covered in future revisions of the Regulations.

E.H.B.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 16, 1922.

CIRCULAR NO. _____

Communication with American Diplomatic and Consular Officers Abroad.

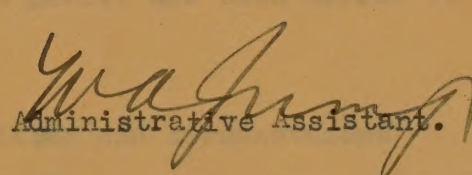
The following is quoted from a recent communication addressed to the Secretary of Agriculture:

"* * * May I invite your attention to a letter of * * * from your office concerning * * * and say that, for obvious reasons, it has long been the practice of the various Departments and independent establishments of the Government to request the Department of State to communicate to the diplomatic and consular officers such information and instructions as it may be desired to issue.

"The officers abroad frequently are unfamiliar with the names of the various executive officers, consequently telegrams especially, sent directly, only tend to cause confusion and delay. Instructions in regard to matters such as those to which the Consul's despatch relates would be materially facilitated by sending them through this Department instead of direct. In cases of great urgency requests for the despatch of telegraphic instructions will be received by this Department by telephone if confirmed subsequently by letter, since it is the disposition of the officers of the Department to extend the fullest cooperation possible to other executive Departments."

The procedure outlined by the Department of State should be followed by all branches of this Department in dealing with officers of the State Department abroad.

By direction of the Secretary:


Administrative Assistant.

(COPY)

May 1, 1922.

The Honorable

The Secretary of State.

Dear Mr. Secretary:

I am in receipt of your letter Co. 611.625/97, of April 13, enclosing a copy of a despatch from the American Consul at Hamburg, Germany, relative to the receipt by him of two cabled permits of this Department for the importation into the United States of certain animals from Germany.

The issuance of a permit in these cases is in accordance with requirements of regulation 11, of B. A. I. Order 266, of this Department, copy enclosed herewith. The enclosed sample permit, No. 1922, will indicate the precise character and form of permit used under provisions of these regulations. The permits to the American Consul and to the Collector of Customs are delivered to the importer for presentation by him to the aforementioned officials respectively. In some cases where a shipment is ready to come forward from a foreign country and the time incident to forwarding a permit by mail might delay the movement of animals and result in the shipper missing a scheduled steamer, the permit has been cabled to the Consul at the expense of the importer.

This Department appreciates the condition and circumstances set forth in your letter and that of the Consul at Hamburg. Concerning the advisability of having any such cable messages go forward through the Department of State. It is believed that this can be

May 1, 1933.

The Honorable

The Secretary of State.

Dear Mr. Secretary:

I am in receipt of your letter Co. 511.625/97, of April 13, enclosing a copy of a despatch from the American Consul at Hamburg, Germany, relative to the receipt by him of two cabled permits of this Department for the importation into the United States of certain animals from Germany. The issuance of a permit in these cases is in accordance with requirements of regulation 11, of U. S. I. Order 186, of this Department. copy enclosed herewith. The enclosed sample permit, No. 1933, will indicate the precise character and form of permit used under provisions of these regulations. The permits to the American Consul and to the Collector of Customs are delivered to the importer for presentation by him to the aforementioned officials respectively. In some cases where a shipment is ready to come forward from a foreign country and the time incident to forwarding a permit by mail might delay the movement of animals and result in the shipper missing a scheduled steamer, the permit has been cabled to the Consul at the expense of the importer.

This Department appreciates the condition and circumstances set forth in your letter and that of the Consul at Hamburg. Concerning the advisability of having any such cable messages forwarded through the Department of State. It is believed that this can be

accomplished in cases like the present by this Department first issuing a permit in regular form, and in case the importer then desires the permit cabled, have him arrange with your Department to forward a cablegram to the Consul advising of the issuance of a given permit, thus assuring the Consul that approval has been given the immediate shipment to the United States of certain specified animals from the country to which he is assigned. This Department will be pleased to follow such practice in any future instances of this kind.

Sincerely yours,

Secretary's File Room:

(Signed)

Henry Wallace
Secretary.

(Enclosure) 1922, from your office, concerning the shipment from Lisbon, Portugal, of certain horses for Singling Brothers and say that, for obvious reasons, it has long been the practice of the various Departments and independent establishments of the Government to request the Department of State to communicate to the diplomatic and consular officers such information and instructions as it may be desired to issue. The officers abroad frequently are unfamiliar with the names of the various executive officers, consequently telegrams especially, sent directly, only tend to cause confusion and delay. Instructions in regard to matters such as those to which the Consul's despatch relates would be materially facilitated by sending them through this Department instead of direct. In cases of great urgency requests for the despatch of telegraphic instructions will be received by this Depart-

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the immediate shipment to the United States of certain specified
animals from the country to which he is assigned. This Department
will be pleased to follow such practice in any future instances of
this kind.

Sincerely yours,

Secretary of the Board

Secretary

(Enclosure)

(COPY)

DEPARTMENT OF STATE
Washington

In reply refer to
Co.- 611.625/97.

April 13, 1922.

The Honorable

The Secretary of Agriculture.

Sir:

I have the honor to enclose for your information copy of a despatch from the American Consulate at Hamburg, Germany, relating to permits for the importation into this country of certain animals for Ringling Brothers.

In this connection may I invite your attention to a letter of February 15, 1922, from your office, concerning the shipment from Lisbon, Portugal, of certain horses for Ringling Brothers and say that, for obvious reasons, it has long been the practice of the various Departments and independent establishments of the Government to request the Department of State to communicate to the diplomatic and consular officers such information and instructions as it may be desired to issue.

The officers abroad frequently are unfamiliar with the names of the various executive officers, consequently telegrams especially, sent directly, only tend to cause confusion and delay. Instructions in regard to matters such as those to which the Consul's despatch relates would be materially facilitated by sending them through this Department instead of direct. In cases of great urgency requests for the despatch of telegraphic instructions will be received by this Depart-

DEPARTMENT OF STATE
Washington

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Co. - 611.625/97.

April 13, 1923.

The Honorable

The Secretary of Agriculture.

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ment by telephone if confirmed subsequently by letter, since it is the disposition of the officers of the Department to extend the fullest cooperation possible to other executive departments.

I have the honor to be, Sir,

Your obedient servant,

(Signed) CHARLES E. HUGHES

Enclosure:

From Hamburg, No. 156,
dated March 2, 1922.

ment by telephone it confirmed subsequently by letter, since it is
the disposition of the officers of the Department to extend the fullest
cooperation possible to other executive departments.

I have the honor to be, Sir,

Your obedient servant,

(Signed) CHARLES E. HUGHES

Enclosure:
From Hamburg, No. 186,
dated March 2, 1932.

(COPY)

Hamburg, Germany,
March 2, 1922.

Receipt of Telegrams from The Honorable,
The Assistant Secretary of Agriculture.

I have the honor to inform the Department that I have recently received two telegrams from (signed) "Pugsley", which I presume are of course from The Honorable, The Assistant Secretary of Agriculture.

The telegrams in question are quoted below as follows:

(1) "Permit Ringling 18 trained horses and 2 giant white oxen. Pugsley, acting secretary."

(2) "Permit Ringling 4 warthogs, 2 gnus, 1 anoa, 1 caribou, 4 buffaloes, 2 deer, 4 llamas, 6 camels. Pugsley."

I have no doubt but that these telegrams are genuine and the persons shipping the animals in question have made every endeavor, so far as this office has been able to ascertain, to comply with the usual requirements of the Department of Agriculture in such cases. I venture to suggest, however, for the Department's approval, the advisability of following the usual practice with reference to transmission of such telegrams through the Department of State, in view of the possibility that at some time advantage might be taken of a deviation from the regularly established method by unscrupulous persons.

I have the honor to be, Sir,

Your obedient servant,

File No. 621
JKH/wjk

(Signed) J. Klahr Huddle,

American Consul in charge.

Hamburg, Germany,
March 2, 1912.

Receipt of Telegrams from The Honorable,
The Assistant Secretary of Agriculture.

I have the honor to inform the Department that I have recently received two telegrams from (signed) "Pagsley", which I presume are of course from The Honorable, The Assistant Secretary of Agriculture.

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I have the honor to be, Sir,

Your obedient servant,

(Signed) J. K. Huddle,

File No. 621

JMH/wjk

American Consul in Hamburg.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

F

May 22, 1922.

CIRCULAR NO. 101

FILE
P. L. GLADMON.

Uniform System of Travel Regulations in Government
Departments.

(Supplementing Circular No. 86 of November 5, 1921, and Memorandum
No. 368 of February 6, 1922).

The Federal Traffic Board has been instructed by the Director of the Bureau of the Budget to make an investigation to determine to what extent uniform regulations for employees of the Government traveling on official business can properly be prescribed and what allowances for travel under different circumstances would be fair and proper, both as regards the employees and with respect to the Government, and to submit recommendations as to the most practicable and economical remedy for present injustices, if such exist.

Mr. P. H. Quinn, in Charge of Accounts, Bureau of Markets and Crop Estimates, has been designated by the Secretary to act with Mr. E. E. Forbes (Department member of the Federal Traffic Board) in an advisory capacity when matters affecting the preparation of uniform travel regulations for the Government Departments are under consideration by the Board.

W. A. Quinn
Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 22, 1922

FILE
R. L. GLADWIN

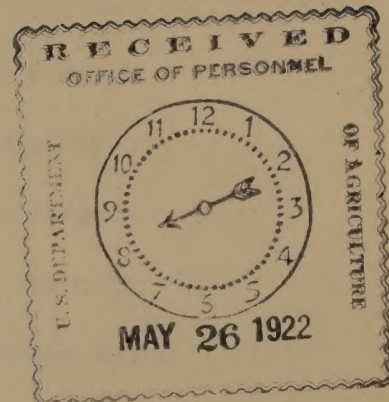
CIRCULAR NO. 151

Uniform System of Travel Regulations in Government
Departments

(Supplementing Circular No. 86 of November 5, 1921, and Memorandum
No. 358 of February 6, 1922).

The Federal Traffic Board has been instructed by the Director of the Bureau of the Budget to make an investigation to determine to what extent uniform regulations for employees of the Government traveling on official business are properly prescribed and what allowances for travel under different circumstances would be fair and proper, both as regards the employees and with regard to the Government, and to make recommendations as to the most practicable and economical remedy for present irregularities, if such exist.

Mr. E. H. Quinn, in Charge of Accounts, Bureau of Statistics and Crop Estimates, has been designated by the Secretary to act with Mr. E. H. Forbes (Department member of the Federal Traffic Board) in an advisory capacity when matters affecting the regulation of uniform travel regulations for the Government Departments are under consideration by the Board.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 22, 1922.

CIRCULAR NO.

Uniform System of Travel Regulations in Government
Departments.

(Supplementing Circular No. 86 of November 5, 1921, and Memorandum
No. 368 of February 6, 1922).

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Mr. P. H. Quinn, in Charge of Accounts, Bureau of Markets and Crop Estimates, has been designated by the Secretary to act with Mr. E. E. Forbes (Department member of the Federal Traffic Board) in an advisory capacity ~~to~~ ~~the~~ Board when matters affecting the preparation of uniform travel regulations for the Government Departments are under consideration by the Board.

The Secretary directs that employees of the Department of Agriculture cooperate with these representatives and give them all assistance possible.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 22, 1923.

CIRCULAR NO.

Uniform System of Travel Regulations in Government
Departments.

(Supplementing Circular No. 88 of November 2, 1921, and Memorandum
No. 388 of February 6, 1922).

The Federal Traffic Board has been instructed by the Director of the Bureau of the Budget to make an investigation to determine to what extent uniform regulations for employees of the Government traveling on official business can properly be prescribed, what allowances for travel under different circumstances would be fair and proper, both as regards the employees and with respect to the Government, and to submit recommendations as to the most practicable and economical remedy for present injustices, if such exist.

Mr. P. H. Quinn, in charge of Accounts, Bureau of Markets and Crop Estimates, has been designated by the Secretary to act with Mr. E. E. Forbes (Department member of the Federal Traffic Board) in an advisory capacity as xxxxxxxx when matters affecting the preparation of uniform travel regulations for the Government Departments are under consideration by the Board.

The Secretary directs that employees of the Department of Agriculture cooperate with these representatives and give them all assistance possible.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 18, 1922.

OFFICE OF TRAFFIC MANAGER

FILE T

Mr. W. A. Jump,

Administrative Assistant.

Dear Mr. Jump:

Would it not be advisable for you to issue a Memorandum or Circular formally appointing Mr. Quinn to act as an advisory member of the Federal Traffic Board while the matter of establishing a uniform system of travel regulations is being considered by the Committee?

Respectfully,

E. E. Forbes

E. E. Forbes,

Traffic Manager.

2. It is understood that this matter has been investigated by various boards appointed under the Government departments. In order that the Federal Traffic Board may have before it the results of the investigations of these boards it would be appreciated if the findings of these boards, and such other information bearing on this subject matter as will assist the Federal Traffic Board in studying the problem and in reaching a logical conclusion, be forwarded.

3. It is believed that some of the Government departments would desire to have a representative of their department who is thoroughly conversant with transportation matters act in an advisory capacity to the Federal Traffic Board when uniform travel regulations for Government employees are being prepared. If any department desires to take this action it is requested that the name of the designated representative be furnished the Board, in order that he may be advised of the dates on which committee meetings are held.

C. G. MAYO.

*Mr. Bradley
will now
draft if
necessary
may*

• 793mm siffert

ROOM 1406
TEL. MAIN 2520
BRANCH 140

FEDERAL TRAFFIC BOARD
WAR TRADE BUILDING
WASHINGTON

ADDRESS ALL
COMMUNICATIONS
TO BOARD AND
REFER TO
610-1

12 May 1922.

SUBJECT: Lack of uniformity in travel regulations of Government Departments.

1. The Federal Traffic Board has been instructed by the Director of the Bureau of the Budget to make an investigation to determine to what extent uniform travel regulations for employees of the Government traveling on Government business can properly be prescribed, what allowances for travel under different circumstances would be fair and proper, both as regards the employees and with respect to the Government, and to submit recommendations as to the most practicable and economical remedy for present injustices, if such exist.

2. It is understood that this matter has been investigated by various boards appointed under the direction of Government departments. In order that the Federal Traffic Board may have before it the results of the investigations of these boards it would be appreciated if the findings of these boards, and such other information bearing on this subject matter as will assist the Federal Traffic Board in studying the problem and in reaching a logical conclusion, be forwarded.

3. It is believed that some of the Government departments would desire to have a representative of their department who is thoroughly conversant with transportation matters act in an advisory capacity to the Federal Traffic Board when uniform travel regulations for Government employees are being prepared. If any department desires to take this action it is requested that the name of the designated representative be furnished the Board, in order that he may be advised of the dates on which committee meetings are held.

C. G. MAYO.

12 May 1922.

SUBJECT: Lack of uniformity in travel regulations of Government
and Departments.

1. The Federal Traffic Board has been instructed by the
Director of the Bureau of the Census to make an investigation
to determine in what extent uniform travel regulations for em-
ployees of the Government, traveling on Government business, can
properly be prescribed, what allowances for travel under differ-
ent circumstances would be fair and proper, and in what re-
spects and with respect to the Government, and to submit re-
commendations as to the most practicable and economical policy
for present regulations, if such exist.

2. It is understood that this matter has been investi-
gated by various boards appointed under the direction of Gov-
ernment departments. In order that the Federal Traffic Board
may have before it the results of the investigations of these
boards, it would be appreciated if the findings of these boards
and such other information bearing on this subject matter as
will assist the Federal Traffic Board in settling the problem
and in reaching a logical conclusion, be forwarded.

3. It is believed that some of the Government depart-
ments would desire to have a representative of their depart-
ment who is thoroughly conversant with transportation matters
act in an advisory capacity to the Federal Traffic Board when
uniform travel regulations for Government employees are being
prepared. If any department desires to take this action it is
requested that the name of the designated representative be
furnished the Board, in order that it may be advised of the
dates on which committee meetings are held.

F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

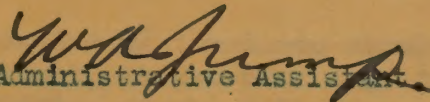
May 16, 1922.

Mr. E. E. Forbes,
Traffic Manager,
Department of Agriculture.

Dear Mr. Forbes:

Referring to your memorandum of May 16, Mr. P. H. Quirm, In Charge of Accounts of the Bureau of Markets, will be entirely acceptable to this office, and I think it will be an excellent plan to have him, as an additional representative of the Department, act with you in an advisory capacity to the Federal Traffic Board when uniform travel regulations for Government employees are being prepared. This is a very important matter, and Mr. Quirm by his contacts in his present assignment has undoubtedly become intimately familiar with the viewpoint and experience of the Department people whose work requires a great deal of travel.

Sincerely yours,


Administrative Assistant

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

May 25, 1907

Mr. E. B. Jones,
Director of Agriculture,
Department of Agriculture.

Dear Mr. Jones:

Referring to your memorandum of May 14, Mr. E. B. Jones,
in regard to the proposed amendment to the National
Conservation Act, and I think it will be an excellent
plan to have him, as an expert, represent the Department
and with you in an advisory capacity to the Federal Board
when matters relating to the amendment are being
considered. This is a very important matter, and I think
especially in his present position, and I think it
desirable with the various and important of the Department people
those with whom a great deal of work is done.

Sincerely yours,

[Signature]
Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 22, 1922.

CIRCULAR NO. 102

Procedure for Securing Approval of Leases by
Federal Real Estate Board.

FILE
P. L. GLADMON.

The Federal Real Estate Board, consisting of representatives from each of the executive departments and independent establishments of the Government, and created by Circular No. 54 of the Bureau of the Budget, dated February 18, 1922, supervises and coordinates all activities connected with real estate or interest therein, outside of the District of Columbia, the procurement thereof, whether for executive, temporary or permanent use, by lease, donation, gift or purchase, the occupancy thereof by any executive department or independent establishment of the United States Government, and the disposal thereof under authority of Congress, by lease, license, permit to use, sale or otherwise. The Board also will give attention to the standardization of the maintenance of files and records of all grants, deeds, abstracts, leases and other instruments pertaining to real estate and interest therein, under the custody and control of, or in use by, particular departments, and the maintenance of a proper indexing and mapping system thereof.

Mr. R. V. Bailey, of the Bureau of Markets and Crop Estimates, is the representative of the Department of Agriculture upon this Board.

The method of procedure in handling requests for leases and securing the approval of the Federal Real Estate Board for such leases is as follows:

1. The request for the preparation of the lease should be addressed to the Solicitor of the Department, as has been done in the past, and the lease will be drafted in the Office of the Solicitor and held pending receipt of information to the effect that the lease has been approved by the Federal Real Estate Board.
2. At the time that the request for the preparation of the lease is transmitted to the Solicitor of the Department, a request for the approval of the lease, containing information in regard to all the essential points to be covered by it, should be prepared on the letter-head of the bureau in which the request originates and addressed to Major C. F. von dem Bussche, Executive Chairman, Federal Real Estate Board, Room 1022, Tempo Building No. 6, 1800 Virginia Avenue, N. W. This request should be prepared for the signature of the Department representative over the title "Member of Federal Real Estate Board." It should be prepared with copying ribbon and three carbons transmitted with the original, one for forwarding to Major Bussche, with the original,

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 22, 1932

RECEIVED NO. 103

FILE
N. L. GLADWIN

Proceeding for Securing Approval of Leases by
Federal Real Estate Board

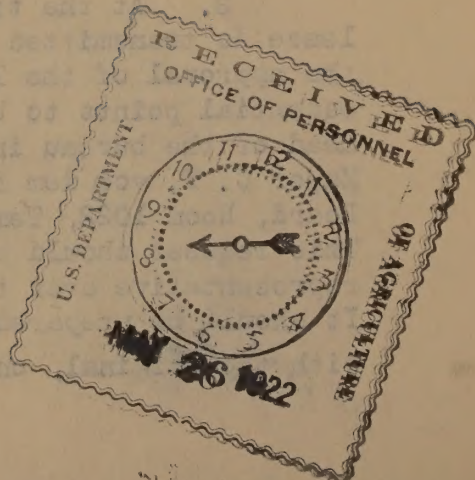
The Federal Real Estate Board, consisting of representatives from each of the executive departments and independent establishments of the Government, was created by Circular No. 82 of the Bureau of the Interior, dated January 15, 1932, and organized and commenced its activities immediately with the intent to administer the public lands of the United States, the Government's interest, whether for executive, temporary or permanent use, by lease, donation, gift or purchase; the property thereof by any executive department or independent establishment of the United States Government; and the disposal thereof under authority of Congress, by lease, license, permit to use, sale or otherwise. The Board will give attention to the administration of the public lands of this and reports of all bureaus, divisions, offices, and other agencies pertaining to such lands and interests therein, under the custody and control of, or in use by, particular departments, and the maintenance of a proper interest and mapping system thereof.

Mr. E. V. Bailey, of the Bureau of Mines and Geographical Names, in the representative of the Department of Agriculture upon this Board.

The method of procedure in handling requests for leases and securing the approval of the Federal Real Estate Board for such leases is as follows:

1. The request for the preparation of the lease should be addressed to the Solicitor of the Department, as has been done in the past, and the lease will be drafted in the Office of the Solicitor and held pending receipt of information to the effect that the lease has been approved by the Federal Real Estate Board.

2. At the time that the request for the preparation of the lease is received by the Solicitor of the Department, a request for the lease, containing information in regard to all the facts to be covered by it, should be prepared on the form in which the request originates and returned to the Solicitor, Executive Chairman, Federal Real Estate Board, Room 1100, Building No. 8, 1800 Virginia Avenue, N. W., Washington, D. C., for the signature of the Department. The title "Request of Federal Real Estate Board" should be written on the top of the request and the original, with the request, should be forwarded to the Solicitor for his signature.



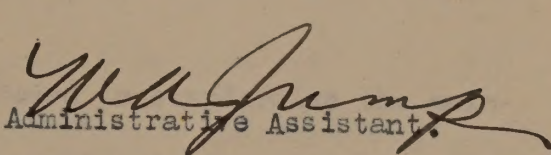
one for filing in the file of correspondence of the Federal Real Estate Board maintained in the office of the Department representative of the Board, and one for transmittal through him to the Office of the Solicitor for its information.

3. When the reply is received from the Federal Real Estate Board indicating its approval, the Department representative will notify the bureau interested and the Office of the Solicitor.

4. The Solicitor then will start the lease through its usual routine toward execution.

From time to time notices will be received from the Federal Real Estate Board by the member in this Department of property, land, quarters, or other real estate belonging to some branch of the Government or otherwise under Government control, which is available for assignment to, or temporary or permanent use by, any executive department or independent establishment which may have use for it. Copies of these notices will be circulated to all the bureaus of the Department and replies should be returned to the Department representative as to whether such property or quarters are desired for use, or any inquiry made for any further information desired.

By direction of the Secretary:


Administrative Assistant.

one for filing in the file of correspondence of the Federal Real Estate Board. The Board is in the office of the Department representative of the Board, and for transmittal through him to the Office of the Solicitor for his information.

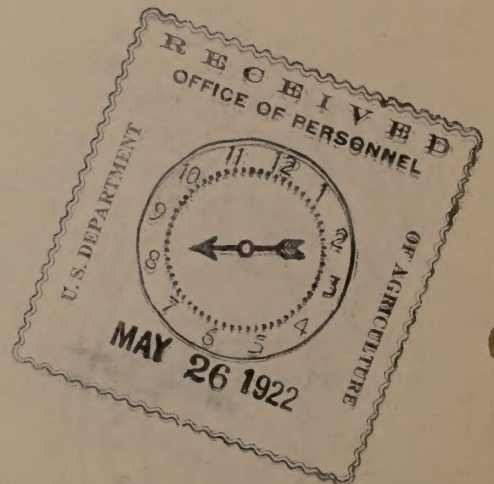
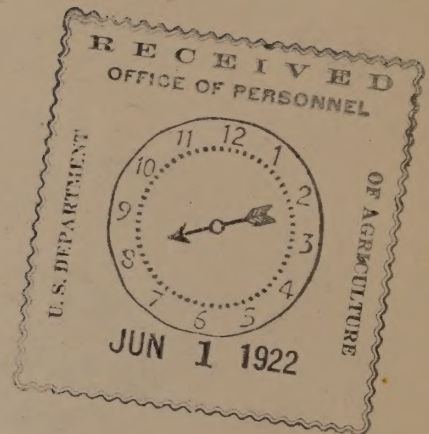
When the reply is received from the Federal Real Estate Board indicating its approval, the Department representative will notify the Bureau interested and the Office of the Solicitor.

The Solicitor then will start the case through the usual routine toward execution.

From time to time notices will be received from the Federal Real Estate Board by the member in this Department of progress, delay, questions or other real estate matters below the scope of the Government or other Federal Government control, which is available for assistance to or temporary or permanent use by any executive department or independent establishment which may have use for it. Copies of these notices will be distributed to all the bureaus of the Department and police should be referred to the Department representative as to whether such property or questions are referred for use, or any inquiry made for any further information.

By direction of the Secretary:

W. J. ...
Assistant Secretary



PROCEDURE FOR SECURING APPROVAL OF LEASES BY
FEDERAL REAL ESTATE BOARD

MEMORANDUM NO. _____

A Federal Real Estate Board consisting of representatives from each of the executive departments and independent establishments of the Government, created by Circular No. 54 of the Bureau of the Budget, dated February 18, 1922, supervises and coordinates all activities connected with real estate, *outside of the District of Columbia*, or interest therein, the procurement thereof, whether for executive, temporary or permanent use, by lease, donation, gift or purchase, the occupancy thereof by any executive department or independent establishment of the United States Government, and the disposal thereof under authority of Congress, by lease, license, permit to use, sale or otherwise.

It is also the duty of this Board to standardize the maintenance of files and records of all grants, deeds, abstracts, leases and other instruments pertaining to real estate and interest therein, under the custody and control of, or in use by, particular departments, and the maintenance of a proper indexing and mapping system thereof.

Mr. R. V. Bailey, of the Bureau of Markets and Crop Estimates, has been designated to represent the Department of Agriculture upon this Board.

The method of procedure in handling requests for leases and securing the approval of the Federal Real Estate Board for such leases is as follows:

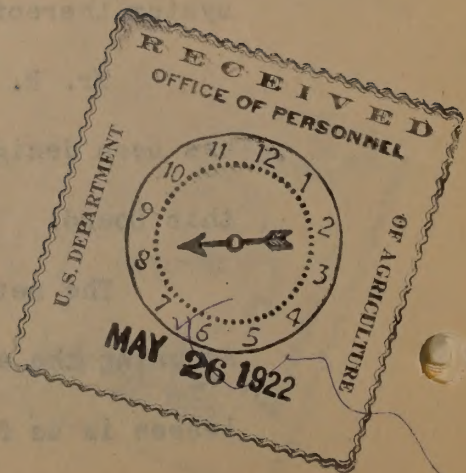
The request for the preparation of the lease may be addressed

PROPERTY FOR REVENUE
RECEIVED MAY 26 1922

The Federal Real Estate Board consisting of representatives from each of the executive departments and independent establishments of the Government, created by Executive Order No. 34 of the Bureau of the Budget, dated February 18, 1922, exercises and coordinates all activities connected with real estate or interest therein, the Government, whether for executive, temporary or permanent use, by lease, donation, gift or purchase, the occupancy thereof by any executive department or independent establishment of the United States Government, and the disposal thereof under authority of Congress, by lease, license, permit to use, sale or otherwise.

It is also the duty of this Board to standardize the maintenance of files and records of all grants, deeds, contracts, leases and other instruments pertaining to real estate and interest therein, under the custody and control of, or in use by, particular agencies, and the maintenance of a proper indexing and recording system.

The Board is composed of the Bureau of Reclamation and Crop Experiment Stations, designated to represent the Department of Agriculture upon the Board at procedure in handling requests for leases and approval of the Federal Real Estate Board for such



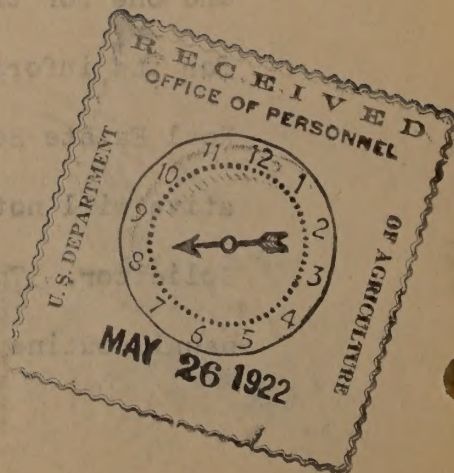
The request for the preservation of the lease may be submitted

to the Solicitor of the Department, as has been done in the past, and the lease will be drafted in the Office of the Solicitor and held pending receipt of information to the effect that the lease has been approved by the Federal Real Estate Board.

At the time that the request for the preparation of the lease is transmitted to the Solicitor of the Department, a request for the approval of the lease, containing information in regard to all the essential points to be covered by it, should be prepared on the letterhead of the bureau in which the request originates and addressed to Major C. F. von dem Bussche, Executive Chairman, Federal Real Estate Board, Room 1022, Tempo Building No. 6, 1800 Virginia Avenue, N. W. This request should be prepared for the signature of the Department representative over the title "Member of Federal Real Estate Board." It should be prepared with copying ribbon and three carbons transmitted with the original, one for forwarding to Major Bussche, with the original, one for filing in the file of correspondence of the Federal Real Estate Board maintained in the office of the Department representative of the Board, and one for transmittal through him to the office of the Solicitor for its information. When the reply is received from the Federal Real Estate Board indicating its approval, the Department representative will notify the Bureau interested and the Office of the Solicitor. The Solicitor then will start the lease through its usual routine toward execution.

to the Solicitor of the Department, as has been done in the past, and the lease will be granted in the Office of the Solicitor and held pending receipt of information to the effect that the lease has been approved by the Federal Real Estate Board.

At the time that the request for the preparation of the lease is transmitted to the Solicitor of the Department, a request for the approval of the lease, containing information in regard to all the essential points to be covered by it, should be prepared on the letterhead of the Bureau in which the request originated and addressed to Major C. T. van den Broeke, Executive Assistant, Federal Real Estate Board, Room 1022, Camp Building No. 2, 1800 Virginia Avenue, N. W. This request should be prepared for the signature of the Department representative over the title "Member of Federal Real Estate Board." It should be prepared with copy- ing ribbon and three carbons transmitted with the original, one for forwarding to Major Broeke, with the original, one for filing in the file of correspondence of the Federal Real Estate Board maintained in the Office of the Department representative of the Board, and one for transmittal through him to the Office of the Solicitor of the Department. When the reply is received from the Federal Real Estate Board indicating its approval, the Department representative should notify the Bureau interested and the Office of the Solicitor of the Department then will start the lease through its usual channels.



From time to time notices will be received from the Federal Real Estate Board by the member in this Department of property, land, quarters or other real estate belonging to some branch of the Government or otherwise under Government control, which is available for assignment to, or temporary or permanent use by, any executive department or independent establishment which may have use for it. Copies of these notices will be circulated to all the bureaus of the Department and replies should be returned to the Department representative as to whether such property or quarters are desired for use, or any inquiry made for any further information desired.

By direction of the Secretary:

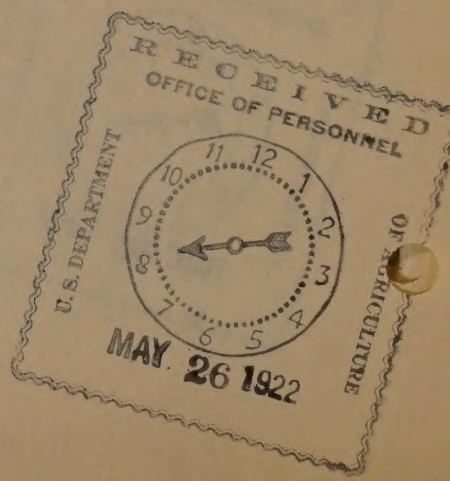
Administrative Assistant.

RUD

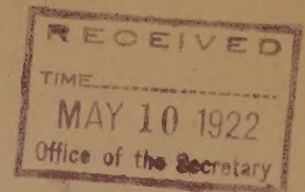
From time to time notices will be received from the Federal
Land Office, and by the number in this Department of property,
land, quarters or other real estate belonging to some branch of the
Government or otherwise under Government control, which is available
for assignment to, or temporary or permanent use by any executive de-
partment or independent establishment which may have use for it.
Copies of these notices will be circulated to all the bureaus of
the Department and replies should be returned to the Department
representative as to whether such property or quarters are desired
for use, or any inquiry made for any further information desired.

By direction of the Secretary:

Administrative Assistant.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON



5712
May 10 1922.
Mr. Bradley
Will fix this up
war
MEMORANDUM FOR MR. JUMP

Dear Mr. Jump:

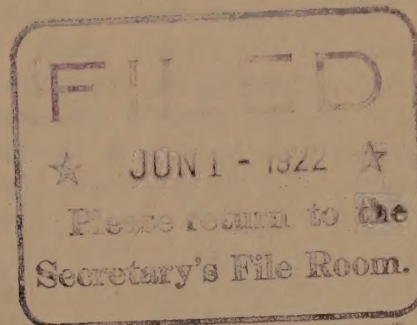
I am transmitting herewith a draft for the Department numbered circular which you suggest in your memorandum of May 8, attached to mine of May 3 which contains my original suggestions. I am glad that this matter has been delayed to give me an opportunity to add certain ~~parts~~ ^{points}, the need for which was shown as soon as we attempted to establish our routine.

Very truly yours,

W. B. Bailey

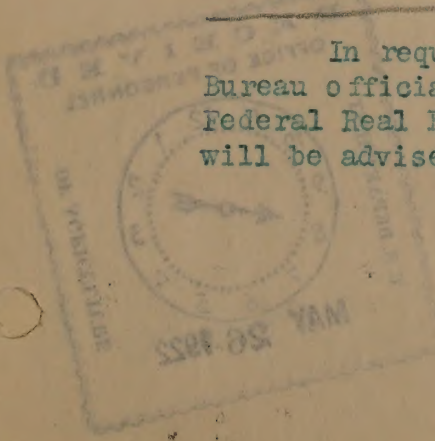
Assistant to Chief of Bureau.

Enclosures.



States Government, and the disposal thereof under the authority of Congress by lease, license, permit to use, sale or otherwise." This is the same quotation given above from Supplement 1 of Bulletin 9 issued by the Chief Coordinator, and while the quotation marks need not be used in your memorandum, or this bulletin and supplement cited, I think this language should be used verbatim et literatim.

In requesting the preparation of leases by the Solicitor, the Bureau officials should state that the approval of the lease by the Federal Real Estate Board is being requested, and that the Solicitor will be advised by me when that approval has been received. Your



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

May 10 1922

MEMORANDUM FOR MR. TAYLOR

Dear Mr. Taylor:

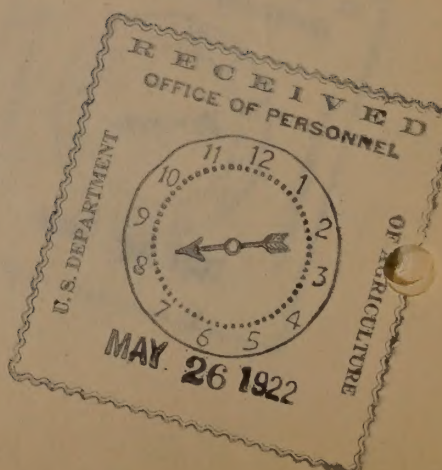
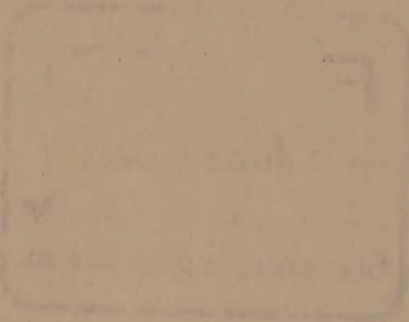
I am transmitting herewith a check for the Department numbered 012414 which you suggest in your memorandum of May 8, 1922, to be paid to the United States National Bank, New York, N. Y. I am glad that this matter has been delayed in giving me an opportunity to add certain notes, the need for which was shown to me as we attempted to establish our routine.

Very truly yours,

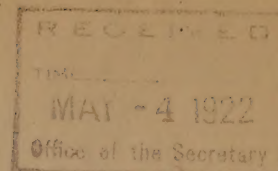
Wm. H. Clegg

Assistant to Chief of Bureau

Enclosure



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON



May 3, 1922.

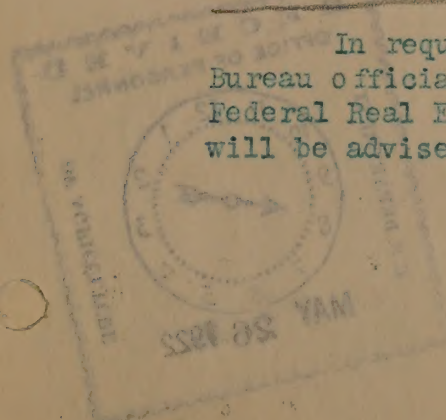
MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

I am giving below the points to be covered in the memorandum which I suggested you prepare to outline the procedure to be followed by the Bureaus of the Department in handling requests for the approval of the Federal Real Estate Board, and the preparation by the Solicitor of the Department, of leases and all other matters relating to the "temporary or permanent use by lease, donation, gift or purchase, or occupancy thereof, by any executive department or independent establishment of the United States Government, and the disposal thereof under the authority of Congress by lease, license, permit to use, sale or otherwise." The language quoted is from Bulletin No. 9, Supplement 1, dated April 17, signed by H. C. Smither, Chief Coordinator, General Supply, and addressed to the heads of all Departments and establishments.

Communications to be prepared by Bureaus requesting approval of leases should be written for my signature over the title, "Member of Federal Real Estate Board." They should be written on a letterhead of the Bureau in which the request originates, and should be addressed to Major C. F. von dem Bussche, Executive Chairman, Federal Real Estate Board, Room 1022, Tempo Building No. 6, 1800 Virginia Avenue, Washington, D. C. They should give all essential details in regard to the lease to be requested and should ask for approval of "all contracts connected with real estate or interest therein, the procurement thereof, whether for temporary or permanent use by lease, donation, gift or purchase, or occupancy thereof, by any executive department or independent establishment of the United States Government, and the disposal thereof under the authority of Congress by lease, license, permit to use, sale or otherwise." This is the same quotation given above from Supplement 1 of Bulletin 9 issued by the Chief Coordinator, and while the quotation marks need not be used in your memorandum, or this bulletin and supplement cited, I think this language should be used verbatim et literatim.

In requesting the preparation of leases by the Solicitor, the Bureau officials should state that the approval of the lease by the Federal Real Estate Board is being requested, and that the Solicitor will be advised by me when that approval has been received. Your



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CASH ESTIMATES
WASHINGTON

May 2, 1922.

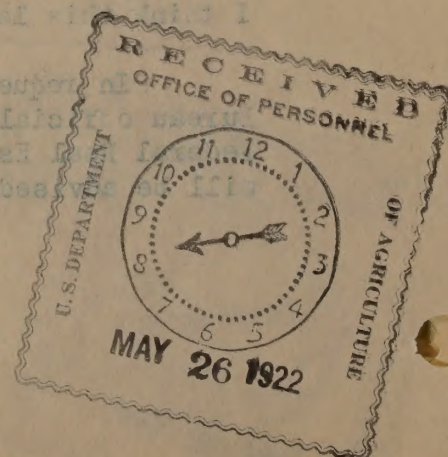
MEMORANDUM FOR MR. LUTZ.

Dear Mr. Lutz:

I am giving below the points to be covered in the memorandum which I suggested you prepare to outline the procedure to be followed by the Bureau of the Department in handling requests for the approval of the Federal Real Estate Board, and the preparation by the Solicitor of the Department, of leases and all other matters relating to the "temporary or permanent use by lease, donation, gift or purchase, or occupancy thereof, by any executive department or independent establishment of the United States Government, and the disposal thereof under the authority of Congress of lease, license, permit to use, sale or otherwise." The language quoted is from Bulletin No. 2, Supplement 1, dated April 17, signed by H. C. Smith, Chief Coordinator, General Supply, and addressed to the heads of all departments and establishments.

Communications to be prepared by Bureaus requesting approval of leases should be written for my signature over the title, "Member of Federal Real Estate Board." They should be written on a letterhead of the Bureau in which the request originates, and should be addressed to Major C. F. von dem Bussche, Executive Chairman, Federal Real Estate Board, Room 1022, Temple Building No. 2, 1800 Virginia Avenue, Washington, D. C. They should give all essential details in regard to the lease to be requested and should ask for approval of "all contracts connected with real estate or interest therein, the procurement thereof, whether for temporary or permanent use by lease, donation, gift or purchase, or occupancy thereof, by any executive department or independent establishment of the United States Government, and the disposal thereof under the authority of Congress by lease, license, permit to use, sale or otherwise." This is the same quotation given above from Supplement 1 of Bulletin 2 issued by the Chief Coordinator, and while the quotation marks need not be used in your memorandum, or this bulletin and report cited, I think the language should be used verbatim at intervals.

In requesting the preparation of leases by the Solicitor, the details should state that the approval of the lease by the Federal Real Estate Board is being requested, and that the Solicitor is to be advised by me when that approval has been received. Your

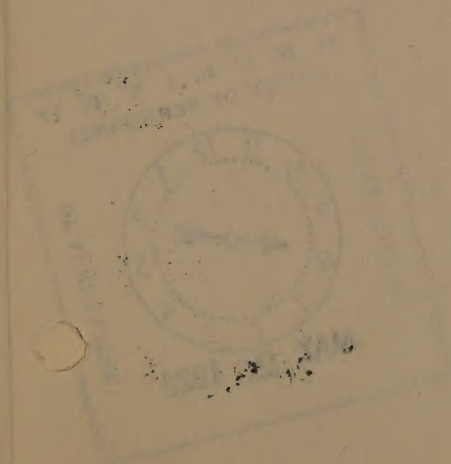


memorandum also should state that when the approval is received from Major Bussche I will also inform the Bureau interested. A carbon copy of each letter addressed to Major Bussche by the Bureaus should accompany the letters for the files which will be kept in my office.

Very truly yours,

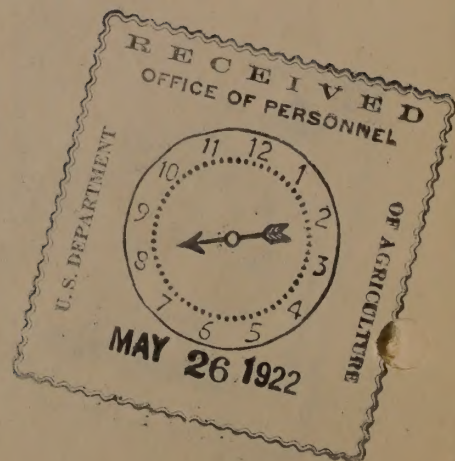
W. B. Bailey

Assistant to Chief of Bureau.



RECEIVED
OFFICE OF PERSONNEL
U.S. DEPARTMENT
OF AGRICULTURE
MAY 26 1922

Handwritten signature



RECEIVED
OFFICE OF PERSONNEL

U.S. DEPARTMENT

OF AGRICULTURE

MAY 26 1922

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

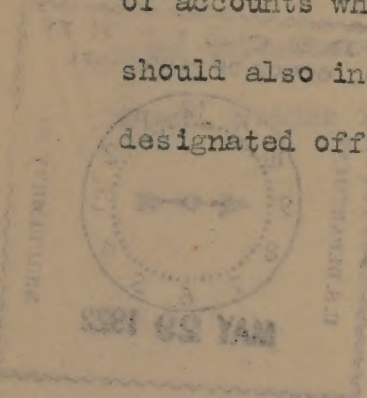
May 25, 1922.

Circular No. 103

FILE
P. L. GLADMON.

Meeting of Bureau Accountants.

Beginning at a date to be announced later, meetings of the bureau accounting officers of the Department will be held at 2:00 p.m., Friday afternoon of the second and fourth week of each month. The meetings will be held in the conference room of the Bureau of Markets and will be given over to discussion of matters particularly of interest to bureau accounting officers. The principal administrative assistant or chief clerk of each bureau should promptly advise the Office of Inspection of the name of the officer in charge of accounts who will represent the bureau at these meetings, and should also indicate an alternate who will be present in case the designated officer is unable to attend.


MA Jump
Administrative Assistant

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 28, 1922

FILE
H. L. GLADSTONE

Circular No. 103

Meeting of Bureau Announcements

Meeting at a date to be announced later, members of the
bureau and visiting officers of the Department will be held at 2:00
p.m. Friday afternoon of the second and fourth week of each month.
The meeting will be held in the conference room of the Bureau of
Plant Industry and will be given over to discussion of matters particularly
of interest to Bureau visiting officers. The principal chairman
of the meeting will be the chief of the Bureau of Plant Industry.
The Office of Inspection of the Bureau of Plant Industry in charge
will be responsible for the Bureau of Plant Industry, and
all persons who will be present in the Bureau of Plant Industry in the
Bureau of Plant Industry will be present in the Bureau of Plant Industry.

W. L. Rouse
Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

May 12, 1922.

Circular No. _____

Meeting of Bureau Accountants

A semi-monthly meeting of the bureau accounting officers of this Department will hereafter be held at 2:00 p.m., Friday afternoon of the second and fourth week of each month in the conference room of the Bureau of Markets. These meetings will be given over to matters particularly of interest to bureau accounting officers and will be made the order of business for the above days.

The chief clerk of each bureau should promptly advise the Office of Inspection of the name of the officer in charge of accounts who will represent the bureau at these meetings. He should also indicate an alternate who will be present in case the designated officer is unable to attend.

Very truly yours,

Administrative Assistant.

May 12, 1922.

Circular No. _____

Meeting of Bureau Accountants

A semi-monthly meeting of the bureau accounting officers of this Department will hereafter be held at 2:00 p.m., Friday afternoon of the second and fourth week of each month in the conference room of the Bureau of Markets. These meetings will be given over to matters particularly of interest to bureau accounting officers and will be made the order of business for the above days.

The chief clerk of each bureau should promptly advise the Office of Inspection of the name of the officer in charge of accounts who will represent the bureau at these meetings. He should also indicate an alternate who will be present in case the designated officer is unable to attend.

Very truly yours,

Administrative Assistant.

May 12, 1932.

Circular No. _____

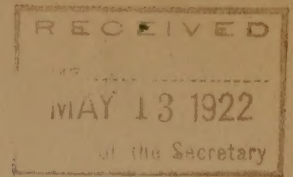
Meeting of Bureau Accountants

A semi-monthly meeting of the bureau accounting officers of this Department will hereafter be held at 2:00 p.m., Friday afternoon of the second and fourth week of each month in the conference room of the Bureau of Markets. These meetings will be given over to matters particularly of interest to bureau accounting officers and will be made the order of business for the above days. The chief clerk of each bureau should promptly advise the Office of Inspection of the name of the officer in charge of accounts who will represent the bureau at these meetings. He should also indicate an alternate who will be present in case the designated officer is unable to attend.

Very truly yours,

Administrative Assistant

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



May 12, 1922

W-W
OFFICE OF INSPECTION
FILE NO.

MEMORANDUM FOR MR. JUMP

Dear Mr. Jump:.

For some time it has been apparent that considerable benefit could be derived by the Department from closer contact responsible accounting officers of the several bureaus. The matter of calling these officers together for conference at regular intervals has been informally discussed with a number of the bureaus, and in each case has been favorably received.

A previous organization of this character, which during its lifetime is reported to have rendered considerable service, passed into innocuous desuetude principally as a result of lack of attendance, and since that time the Department has been deprived of an advantage which would have accrued from these meetings, and the bureau contacts at the present time depend almost entirely upon chance meetings.

At the present time this Department, in common with all others, is confronted with the necessity for revising its accounting records to meet the requirements of the Director of the Budget, and in order that the matter may be considered at the earliest possible date a meeting has been called for Wednesday morning, May 17, at 10:00 o'clock, at which an accountant representing the Director of the Budget will explain to the departmental accounting officers the revision contemplated in the present system.

It is realized, however that this change will present its problem to each bureau, and it is believed that a permanent organization such as is contemplated will enable the bureaus and the Department to meet these problems in the most practical and efficient manner.

If, therefore, the proposed plan meets with the approval of the Secretary's Office, the first meeting looking to a permanent organization along the lines indicated should be held on the afternoon of May 26.

Very truly yours,

Robert S. Hand
Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

The following is a list of the names of the persons who have been appointed to the position of Assistant Secretary of the Department of Agriculture, and who have been assigned to the various offices of the Department.

The following is a list of the names of the persons who have been appointed to the position of Assistant Secretary of the Department of Agriculture, and who have been assigned to the various offices of the Department.

The following is a list of the names of the persons who have been appointed to the position of Assistant Secretary of the Department of Agriculture, and who have been assigned to the various offices of the Department.

The following is a list of the names of the persons who have been appointed to the position of Assistant Secretary of the Department of Agriculture, and who have been assigned to the various offices of the Department.

The following is a list of the names of the persons who have been appointed to the position of Assistant Secretary of the Department of Agriculture, and who have been assigned to the various offices of the Department.

Very respectfully,
[Signature]

Secretary

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

F

May 27, 1922.

CIRCULAR NO. 104

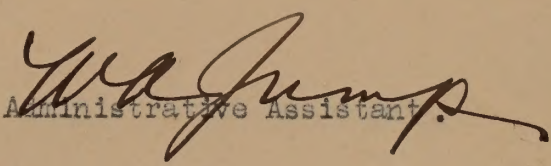
FILE
P. L. GLADMON.

Interdepartmental Committee on Agricultural Statistics.

An Interdepartmental Committee on Agricultural Statistics has been designated by the Secretary of Commerce and the Secretary of Agriculture. This Committee, consisting of Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, Department of Commerce, and Dr. L. C. Gray, Economist, Office of Farm Management and Farm Economics, Department of Agriculture, has made a careful analytical study of the statistical work of the two Departments represented and has completed its preliminary report, a copy of which has been forwarded to each bureau of the Department.

The Committee, serving in an advisory capacity to the Secretaries of the two Departments represented, will continue to give attention to questions arising incident to the coordination of statistical work, and with specialists of the two Departments will make studies of the methods of collection, interpretation, and utilization of data in order that the statistical work involved may be conducted without duplication and developed along the most effective lines.

By direction of the Secretary:


Administrative Assistant.

May 27, 1922

R. L. GLADMAN
FILE

DISPATCH NO. 104

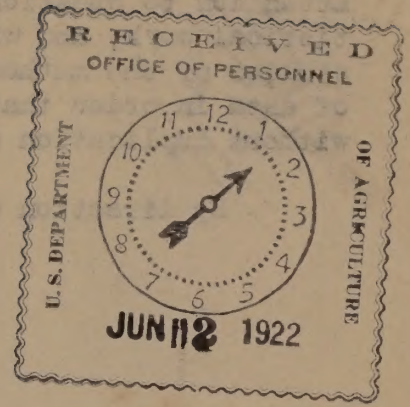
Interdepartmental Committee on Agricultural Statistics

An Interdepartmental Committee on Agricultural Statistics was
formed last year by the Secretary of Commerce and the Secretary of
Agriculture. This Committee, consisting of Mr. E. A. Mearns, Chief
Statistician for Agriculture, Bureau of the Census, Department of
Commerce, and Mr. E. C. Shaw, Economist, Office of Economic Warfare,
Department of Agriculture, has been and will continue to be
concerned with the statistical work of the two Departments
represented and has completed its preliminary report, a copy of
which has been forwarded to each Bureau of the Department.

The Committee, serving in an advisory capacity to the Secre-
taries of the two Departments represented, will continue to have
in mind the existing incidents to the cooperation of the
two Departments of the two Departments with
the statistical work involved may be conducted
and developed along the most effective lines.

of the Secretary:

[Handwritten signature]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 26, 1922.

MEMORANDUM NO.

Interdepartmental Committee on Agricultural Statistics.

An Interdepartmental Committee on Agricultural Statistics has recently been designated by the Secretary of Commerce and the Secretary of Agriculture. This Committee, consisting of Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, Department of Commerce, and Dr. L. C. Gray, Economist, Office of Farm Management and Farm Economics, Department of Agriculture, has made a careful analytical study of the statistical work of the two Departments represented and has completed its preliminary report.

The Committee, which serves in an advisory capacity to the Secretaries of the two Departments represented, will continue to give attention to questions arising incident to the coordination of statistical work, and with specialists of the two Departments will make studies of the methods of collection, interpretation, and utilization of data in order that the statistical work involved may be conducted without duplication and developed along the most effective lines.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 26, 1922.

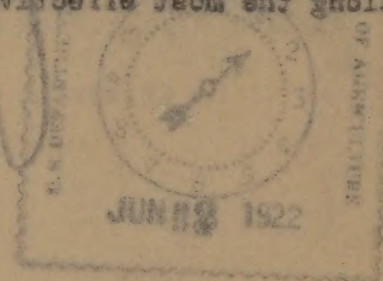
MEMORANDUM NO.

Interdepartmental Committee on Agricultural Statistics.

An Interdepartmental Committee on Agricultural Statistics has recently been designated by the Secretary of Commerce and the Secretary of Agriculture. This Committee, consisting of Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, Department of Commerce, and Dr. L. C. Gray, Economist, Office of Farm Management and Farm Economics, Department of Agriculture, has made a careful analytical study of the statistical work of the two Departments represented and has completed its preliminary report.

The Committee, which serves in an advisory capacity to the Secretaries of the two Departments represented, will continue to give attention to questions arising incident to the coordination of statistical work, and with specialists of the two Departments will make studies of the methods of collection, interpretation, and utilization of data in order that the statistical work involved may be conducted without duplication and developed along the most effective lines.

Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

May 24, 1922.

MEMORANDUM FOR MR. BRADLEY.

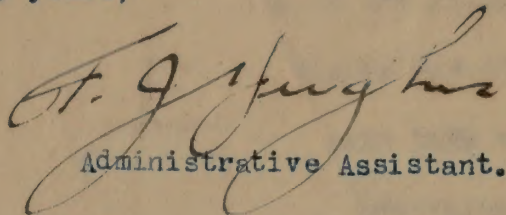
Dear Mr. Bradley:

In re attached, Doctor Taylor suggests the following memorandum:

"The Interdepartmental Committee on Agricultural Statistics, consisting of Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, Department of Commerce, and Dr. L. C. Gray, Economist, Office of Farm Management and Farm Economics, Department of Agriculture, has made a careful analytical study of the statistical work of the two Departments represented and has completed its preliminary report.

This Committee, which serves in an advisory capacity to the Secretaries of the two Departments represented, will continue to give attention to questions arising incident to the coordination of statistical work, and with specialists of the two Departments will make studies of the methods of collection, interpretation, and utilization of data in order that the statistical work involved may be conducted without duplication and developed along the most effective lines."

Very truly yours,


Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

May 24, 1922.

MEMORANDUM FOR MR. BRADLEY.

Dear Mr. Bradley:

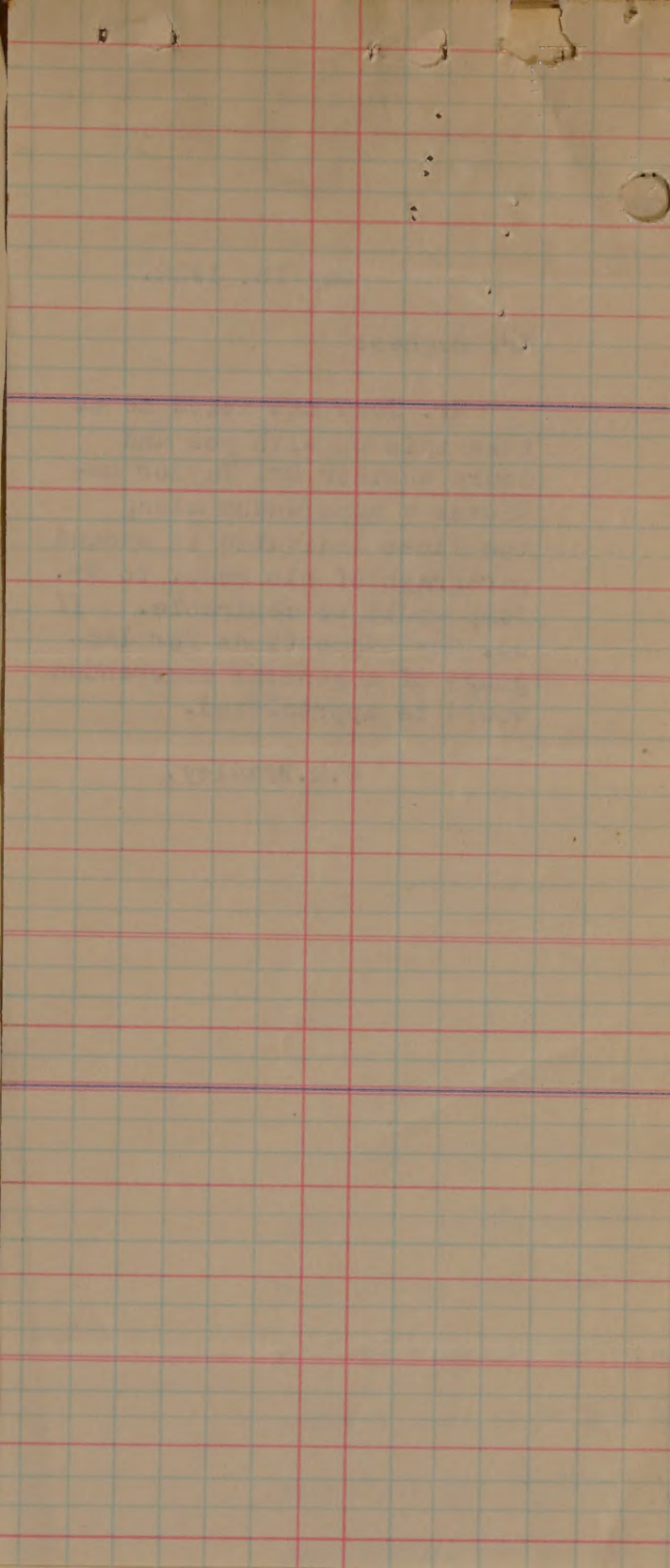
In re attached, Doctor Taylor suggests the following memo-
randum:

"The Interdepartmental Committee on Agricultural Statistics, consisting of Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, Department of Commerce, and Dr. L. C. Gray, Economist, Office of Farm Management and Farm Economics, Department of Agriculture, has made a careful analytical study of the statistical work of the two Departments represented and has completed its preliminary report.

This Committee which serves in an advisory capacity to the Secretaries of the two Departments represented, will continue to give attention to questions arising incident to the coordination of statistical work, and with specialists of the two Departments will make studies of the methods of collection, interpretation and utilization of data in order that the statistical work involved may be conducted without duplication and developed along the most effective lines."

Very truly yours,

Administrative Assistant.



OFFICE OF
THE SECRETARY OF AGRICULTURE

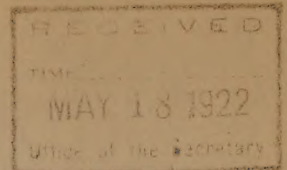
May 18, 1922.

Mr. Hughes:

Mr. Jump has asked me to take this up with you and learn whether Dr. Taylor believes a memorandum along the lines indicated in second paragraph of his memo. to Mr. Jump would be desirable. If so, any suggestions for language of a general memorandum would be appreciated.

E.H. Bradley.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON



May 17, 1922.

MEMORANDUM TO MR. JUMP.

Dear Mr. Jump:

As I understand the situation the Secretary of Agriculture and the Secretary of Commerce appointed a committee, consisting of Mr. Austin and Dr. Gray, to work out the lines of division of labor and cooperation in the collecting of statistics, and that this committee has made a report which has recently been distributed throughout the Department. Upon the completion of this task Austin and Gray have been asked to continue as a permanent committee to look after the carrying out of the program laid down in the report.

My understanding is, that for the present at least the aggressive, analytical work of the committee has been completed but that as a standing committee in matters relating to the statistical work of the two Departments, which may seem to require coordination will be taken up through this committee; but, the main task at the present time is to put into effect the cooperative undertakings involved in the report. I feel, therefore, that the attached statement should not go out as if the appointment of this committee were a new thing.

Very truly yours,

H.C. Taylor
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

May 17, 1932.

MEMORANDUM TO MR. JUMP.

Dear Mr. Jump:

As I understand the situation the Secretary of Agriculture and the Secretary of Commerce appointed a committee, consisting of Mr. Austin and Dr. Gray, to work out the lines of division of labor and cooperation in the collecting of statistics, and that this committee has made a report which has recently been distributed throughout the Department. Upon the completion of this task Austin and Gray have been asked to continue as a permanent committee to look after the carrying out of the program laid down in the report. My understanding is, that for the present at least the aggressive, analytical work of the committee has been completed but that as a standing committee in matters relating to the statistical work of the two Departments, which may seem to require coordination will be taken up through this committee; but, the main task at the present time is to put into effect the cooperative undertakings involved in the report. I feel, therefore, that the attached statement should not go out as if the appointment of this committee were a new thing.

Very truly yours,

W. C. Clegg
Chief of Bureau.

OFFICE OF
THE SECRETARY OF AGRICULTURE

May 15, 1922.

✓
Dr. H. C. Taylor,
Mr. J. M. Eganbrook,
Mr. C. W. Forster.

The attached proposed memo.
of Secretary's Office, regarding
permanent interdepartmental com-
mittee on agricultural statistics,
is referred, with opinion as to
whether the issuance of such a
committee would be desirable, and
if so, for any revision of memo.
that may be necessary.

E. A. Tamm.

OFFICE OF
THE SECRETARY OF AGRICULTURE

May 15, 1922.

Dr. H. C. Taylor, ✓
Mr. L. M. Estabrook,
Mr. G. W. Forster.

The attached proposed memo. of Secretary's office, regarding permanent interdepartmental committee on agricultural statistics, is referred, for opinion as to whether the issuance of such a memorandum would be desirable, and, if so, for any revision of memo. that may be necessary.

W. A. Jump.

B.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 15, 1922.

MEMORANDUM NO.

Interdepartmental Committee on Agricultural Statistics.

The report of
~~The following committee has been designated by the Secretary of Agriculture~~
~~and the Secretary of Agriculture~~

Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, has been designated by the Secretary of Commerce, and Dr. L. C. Gray, Agricultural Economist, Office of Farm Management and Farm Economics, by the Secretary of Agriculture to constitute a permanent ~~committee~~ interdepartmental committee for the consideration of the work of the two Departments in the collection of statistics relating to agriculture.

as well as all proposed new statistical projects,
This committee will consider the existing primary statistical work of the Department of Agriculture and the Department of Commerce, relating to agriculture, with a view to necessary readjustments, prevention of duplication, and harmonious cooperation of the personnel responsible for the statistical work of the two departments. The committee will be advisory in character and will report its findings to the Secretaries of the departments concerned for final decisions.

will
The joint committee is authorized to call into conference from time to time the specialists of the two departments who are directly concerned in the conduct of special investigations and in the interpretation or utilization of the results of such investigations.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington

May 13, 1933.

MEMORANDUM FOR

Interdepartmental Committee on Agricultural Statistics.

XX
XX
The Department of Agriculture, Bureau of the Census, has been designated by the Secretary of Commerce, and Mr. C. Gray, Agricultural Economist, Office of Farm Management and Farm Economics, by the Secretary of Agriculture to constitute a permanent interdepartmental committee for the consideration of the work of the two Departments in the collection of statistics relating to agriculture.

This committee will consider the existing primary statistical work of the Department of Agriculture and the Department of Commerce, relating to agriculture, with a view to necessary readjustments, provision of facilities, and harmonious cooperation of the personnel responsible for the statistical work of the two departments. The committee will be advisory in character and will report its findings to the Secretaries of the departments concerned for final decisions.

The joint committee is authorized to call into conference from time to time the specialists of the two departments who are directly concerned in the conduct of special investigations and in the interpretation or utilization of the results of such investigations.

Respectfully,

May 24, 1922.

MEMORANDUM FOR MR. BRADLEY.

Dear Mr. Bradley:

In re attached, Doctor Taylor suggests the following memorandum:

"The Interdepartmental Committee on Agricultural Statistics, consisting of Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, Department of Commerce, and Dr. L. C. Gray, Economist, Office of Farm Management and Farm Economics, Department of Agriculture, has made a careful analytical study of the statistical work of the two Departments represented ~~with a view to coordinating this phase of the collection their preliminary report.~~ and has completed its

This Committee, which serves in an advisory capacity to the Secretaries of the two Departments represented, will continue to give attention to questions arising incident to the coordination of statistical work, and with specialists of the two Departments will make studies of the methods of collection, interpretation and utilization of data in order that the statistical work involved may be conducted without duplication and developed along the most effective lines."

Very truly yours,

Administrative Assistant.

FJH/DWF

May 24, 1922.

MEMORANDUM FOR MR. BRADLEY.

Dear Mr. Bradley:

In re attached, Doctor Taylor suggests the following memo-
randum:

"The Interdepartmental Committee on Agricultural Statistics, consisting of Mr. W. L. Austin, Chief Statistician for Agriculture, Bureau of the Census, Department of Commerce, and Dr. L. C. Gray, Economist, Office of Farm Management and Farm Economics, Department of Agriculture, has made a careful analytical study of the statistical work of the two Departments represented ~~with a view to coordinating this phase of the collection of their preliminary report.~~

and be
completed
to

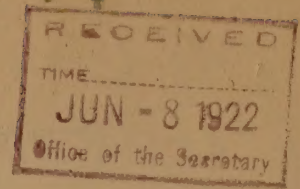
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Very truly yours,

Administrative Assistant.

WLB:DW

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON, D. C.



In your reply please refer
to Number

7 June 1922.

Mr. W. A. Jump,
Administrative Assistant,
Office of the Secretary.

Dear Mr. Jump:

In Circular No. 104 of the Office of the Secretary regarding the Interdepartmental Committee on Agricultural Statistics, it was stated that a copy of the preliminary report of the Committee had been forwarded to each bureau of the Department. As far as we have been able to find, no copy has been received in the Library. If one can be sent to us, we shall appreciate it.

Very truly yours,

C. R. Barnett
Librarian.

ES-

*W
Send to
Miss Barnett
copy sent by Messenger
Hedden 8/9/22
Houge*

UNITED STATES DEPARTMENT OF AGRICULTURE

LIBRARY

WASHINGTON, D.C.

In your reply please refer to

to Bureau

7 June 1933

Mr. W. A. Jones,
Administrative Assistant,
Office of the Secretary.

Dear Mr. Jones:

In Circular No. 104 of the Office of the Secretary regarding
the Interdepartmental Committee on Agricultural Statistics, it was
stated that a copy of the preliminary report of the Committee had been
forwarded to each Bureau of the Department. As far as we have been
able to find, no copy has been received in the Library. If one can be
sent to us, we shall appreciate it.

Very truly yours,

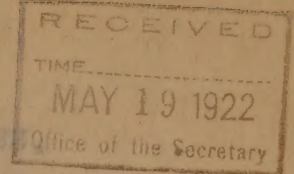
Director.

W. A. Jones
June 10, 1933
Mr. Jones

UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD
WASHINGTON, D. C.

JGS:n

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.



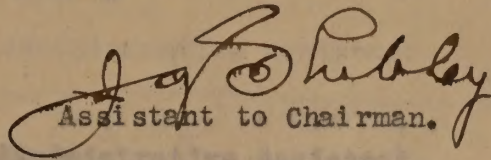
May 19, 1922.

In reply refer to

MEMORANDUM FOR MR. JUMP:

We beg to acknowledge and to thank you for the copy of
the report of the joint committee appointed to consider the work
of the Departments of Agriculture and Commerce in the collection
of statistics relating to agriculture.

Very truly yours,


Assistant to Chairman.

UNITED STATES DEPARTMENT OF AGRICULTURE

INSECTICIDE AND FUNGICIDE BOARD

WASHINGTON, D. C.

1883

RECORDS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.

In reply refer to

May 19, 1933.

MEMORANDUM FOR MR. JAMES

To be for acknowledgment and to thank you for the copy of
the report of the Joint Committee appointed to consider the work
of the Department of Agriculture and Commerce in the collection
of statistics relating to agriculture.

Very truly yours,

James H. H. H.
Assistant to Chairman

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

May 12, 1922.

MEMORANDUM FOR

Dear Mr.

There is enclosed herewith, for your information, copy of report of the joint committee appointed to consider the work of the Department of Agriculture and the Department of Commerce in the collection of statistics relating to agriculture. This report has received the approval of the Secretaries of both Departments.

Very truly yours,

Administrative Assistant.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 12, 1922.

MEMORANDUM FOR

Dear Sir:

There is enclosed herewith, for your information,
copy of report of the joint committee appointed to consider
the work of the Department of Agriculture and the Department
of Commerce in the collection of statistics relating to
agriculture. This report has received the approval of the
Secretaries of both Departments.

Very truly yours,

Administrative Assistant.

Enclosure.

May 12, 1922.

MEMORANDUM FOR

Dear Mr.

There is enclosed herewith, for your information copy of ~~the~~ report of ^{the} joint committee appointed to consider the work of the Department of Agriculture and the Department of Commerce in the collection of statistics relating to agriculture. This report has received the approval of the Secretaries of both ~~the~~ Departments concerned.

Very truly yours,

Enclosure

Administrative Assistant.

Send memorandum and one photostat copy of report to each of following:

Mr. Pugsley
Dr. Ball
Mr. Harlan Smith
Prof. Marvin
- Mr. Forster
Dr. Mohler
Dr. W. A. Taylor
Col. Greeley
Mr. Campbell
- Prof. Whitney
Dr. Howard
Mr. Nelson
Dr. True
Mr. MacDonald
- Dr. H. C. Taylor
Mr. Estabrook
Dr. Haywood
Mr. Marlatt
Mr. Morrill
Dr. Tollman

no copy sent to -
Mr. Capps
Mr. Zappone
Miss Barnett
Mr. Reese

May 12, 1932.

MEMORANDUM FOR

Dear Mr. [Name]

There is enclosed herewith, for your information copy of the report of a joint committee appointed to consider the work of the Department of Agriculture and the Department of Commerce in the collection of statistics relating to agriculture. This report has received the approval of the Secretaries of both the Departments concerned.

Very truly yours,

Administrative Assistant.

Send memorandum and one photostat copy of report to each of following:

Mr. Pugh
Mr. Bell
Mr. Nathan Smith
Prof. Larkin
Mr. Forster
Dr. Heller
Dr. W. A. Taylor
Col. Gray
Mr. Campbell
Prof. Whitney
Dr. Howard
Mr. Nelson
Dr. Trow
Mr. McDonald
Mr. H. G. Taylor
Mr. Peterson
Dr. Lywood
Mr. [Name]
Mr. Morris
Dr. [Name]

May 2, 1922.

Mr. Jump:

Here is the material about which Mr. Bain spoke to me in your presence a day or two ago. It concerns more particularly the Bureaus of Markets and Crop Estimates, Chemistry, Roads, Animal Industry, and Forestry. It may have interest for Plant Industry, Entomology, Biology, Soils, and possibly other bureaus. If thought desirable, I will have photostat copies made and send to all bureaus interested in agricultural statistics.

E.H.B.

Rush

*Let me see
the corresp.
leading up to
the appointment of
this committee*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 7, 1922.

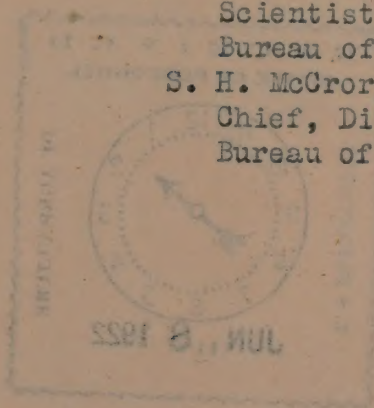
CIRCULAR NO. 105.

Committee on Land Utilization.

Upon recommendation of the Forester the Secretary has designated Mr. Raphael Zon, Forest Economist in the Forest Service, to succeed Mr. E. E. Carter, Assistant Forester, as a member of the Department Committee on Land Utilization. The personnel of the Committee as of this date is as follows:

Dr. L. G. Gray, Chairman,
Agricultural Economist, Office of Farm Management and Farm Economics.
Prof. C. V. Piper,
Agrostologist in Charge Forage-Crop Investigations,
Bureau of Plant Industry.
Mr. Raphael Zon,
Forest Economist, Forest Service.
W. L. McAtee, Assistant Biologist, Bureau of Biological Survey.
Prof. C. F. Marbut,
Scientist in Charge Soil Survey Investigations,
Bureau of Soils.
S. H. McGrory,
Chief, Division of Agricultural Engineering,
Bureau of Public Roads.

W. J. Pump
Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 7, 1922.

Circular No. 105

Committee on Land Utilization

Upon recommendation of the Secretary has
designated Mr. [Name], Forest Economist in the Forest Service,
to succeed Mr. E. B. Carter, Assistant Forester, as a member of
the Department Committee on Land Utilization. The personnel of
the Committee as of this date is as follows:

- Mr. E. B. Gray, Chairman,
Agricultural Economist, Division of Farm Management
and Land Economics.
- Prof. C. V. Piper,
Agronomist in Charge Forest-Grass Investigations,
Bureau of Plant Industry.
- Mr. [Name],
Forest Economist, Forest Service.
- Mr. [Name], Assistant Biologist, Bureau of Biological
Survey.
- Prof. C. P. [Name],
Scientist in Charge Soil Survey Investigations,
Bureau of Plant Industry.
- Mr. [Name],
Division of Agricultural Engineering,
Bureau of Plant Industry.

[Handwritten signature]
Administrative Assistant



OFFICE OF
THE SECRETARY OF AGRICULTURE

June 6, 1923.

Mr. Earle H. Clapp,

Acting Forester, Forest Service.

Dear Mr. Clapp:

In accordance with the recommendations contained in your memorandum of May 29, the Secretary has designated Mr. Raphael Zon, Forest Economist in the Forest Service, to succeed Mr. E. E. Carter, Assistant Forester, on the Department Committee on Land Utilization.

Very truly yours,

W. A. Jump
Administrative Assistant.

THE SECRETARY OF AGRICULTURE
OFFICE OF

gaul. A. W.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

M

June 1, 1922.

Mr. Earle H. Clapp,

Acting Forester, Forest Service.

Dear Mr. Clapp:

In accordance with the recommendations contained in your memorandum of May 29, the Secretary has designated Mr. Raphael Zon, Forest Economist in the Forest Service, to succeed Mr. E. E. Carter, Assistant Forester, on the Department Committee on Land Utilization, ~~because the work of the latter in the Forest Service requires his full time and~~
~~attention.~~

Very truly yours,

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 11, 1911.

Mr. E. A. Clark,

Forest Service, U. S. Department of Agriculture.

Dear Sir:

I am in receipt of your letter of the 10th inst. regarding the proposed purchase of the land described in the attached statement of the Forest Service. The land is situated in the Forest Reserve of the National Forest, and is of a size and location which would be of great value to the Forest Service. I am sure that the purchase of this land would be of great benefit to the Forest Service, and I am sure that the purchase of this land would be of great benefit to the Forest Service.

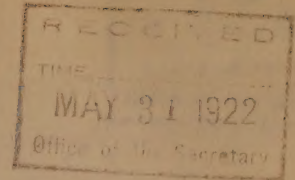
Very truly yours,

John H. Smith,

Assistant Secretary.



UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON



ADDRESS REPLY TO
THE FORESTER
AND REFER TO

May 29, 1922.

R - Special
Land Utilization.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Reference is made to Circular No. 81 from your office, dated September 27, 1921, announcing the appointment of a Departmental Committee on Land Utilization:

The membership of this Committee included Assistant Forester E. E. Carter, of this Service. He has now informed me that, in spite of his great interest in the work which this Committee has undertaken, he feels that it would be conducive to the best results to have the Forest Service represented by some one whose administrative duties in connection with the work of this Service on the National Forests are less heavy and less apt to require absence in the field at times when the work of the Land Utilization Committee should receive the best efforts which the Forest Service can give to it. Furthermore, the work being conducted by Forest Economist Raphael Zon will be of direct use to the Land Utilization Committee.

I have, therefore, been requested by Colonel Greeley to recommend to you the substitution of Mr. Raphael Zon, Forest Economist in the Forest Service, for Assistant Forester Carter in the membership of the Committee on Land Utilization.

Very sincerely yours,

Paul H. Clapp
Acting Forester.



UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

RECEIVED
MAY 22 1932

MAY 22 1932

S - Special
Land Utilization

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Reference is made to Circular No. 81 from your office, dated September 27, 1931, announcing the appointment of a Departmental Committee on Land Utilization.

The membership of this Committee included Assistant Forester E. E. Baker, of this Service. He has now informed me that, in spite of his great interest in the work which this Committee has undertaken, he feels that it would be conducive to the best results to have the Forest Service represented by some one whose administrative duties in connection with the work of this Service on the National Forests are less heavy and less apt to require absence in the field at times when the work of the Land Utilization Committee should receive the best efforts which the Forest Service can give to it. Furthermore, the work being conducted by Forest Economist Raphael von Will, he of direct use to the Land Utilization Committee.

I have, therefore, been requested by Colonel Grady to recommend to you the substitution of Mr. Raphael von Forest Economist in the Forest Service, for Assistant Forester in the membership of the Committee on Land Utilization.

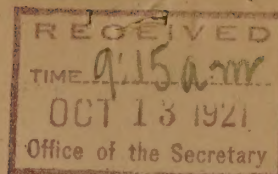
Very sincerely yours,

E. E. Baker
Assistant Forester

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO



October 12, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I have noted with interest in Circulars Nos. 81 and 82 the formation by you of a Departmental Committee on Land Utilization which will have among other things to do with drainage projects. For some years I have been conducting an educational campaign among State game and conservation commissioners, and others interested in the conservation of wild life and related natural resources, to draw attention to the fact that by the drainage of great numbers of small lakes in the United States, in many instances, bodies of water have been destroyed which were of far greater value to the public in their natural condition than could possibly be the land resulting from their elimination. Many of these lakes are vitally important to the maintenance of our supply of migratory wild fowl and to the production of musk-rat and other furs, and food fishes on a considerable scale. They are of marked importance as reservoirs serving to check the runoff of rain and flood waters, thus limiting soil erosion and destructive damage to property. They also bear an important relation to the public welfare through their recreational uses in promoting healthful out-of-door life and activities, among which may be mentioned hunting, fishing, trapping, and boating.

That the products of the wild-life resources of such water areas are not insignificant is made evident by the known returns from such sources which have been recorded within the last few years. The State Game Commissioner of Minnesota reported that 1,800,000 wild ducks were killed in that State during the fall of 1919. These birds had a meat value of not less than \$1,500,000. The head of the Conservation Commission of Iowa informs me that the value of musk-rat furs taken about Blue Lake in one year amounted to more than \$5,000 and that the fish and furs from Mud Lake in Hamilton County yield an annual revenue of about \$4,000. Certain musk-rat marshes in Maryland have yielded a handsome revenue for years, greatly exceeding those just mentioned.

By an intelligent development of suitable water areas their productiveness in fish, wild fowl, and furs can be greatly increased. The development of such areas into their full productiveness might be termed water farming. I believe that the Department of Agriculture would do a service to the country at large by adopting a general policy of encouragement to the conservation of suitable fresh-water areas and the development of their full productiveness in fish, wild

fowl, and furs, in addition to encouraging at the same time the use of many of them as recreational centers. I think it can be maintained without reasonable question that the presence of fresh water lakes scattered through any region adds enormously to its attractiveness, not only to the residents, but is a strong attraction which invariably brings people from other parts of the country to enjoy the recreational facilities thus afforded.

So far as I have been able to ascertain, up to the present time the drainage of water areas has appeared to be looked upon largely as an engineering problem, the assumption having been that the land bared by the removal of the water must necessarily be of much greater value. I cannot learn that any effort has been made to carefully weigh the value of the natural products and other values of such lakes as an offset to the land value to be produced for the purpose of deciding whether the lake should or should not be drained. As a result, in the aggregate a great number of valuable bodies of water have been drained which have left either undrainable bogs which prevented the use of such areas for agricultural purposes, or the lake bottom exposed has been of clay, sand, or alkaline to an extent which rendered them nearly or quite valueless.

Owing to the obvious waste of such unintelligent procedure, in which vast sums of money have been expended in destroying valuable bodies of water leaving a worthless lake bed in the end, a reaction is taking shape in various parts of the country against such ill-considered operations. The State Game Commission of Minnesota is vigorously combatting drainage projects in which their value to the public in the natural state is greater than would be the lands produced by removal of the water. In at least one instance the Minnesota courts have issued an injunction preventing the drainage of a lake upon the grounds that the carrying out of the project would be against the public interest. At the last session of the legislature in Iowa a check to ill-judged drainage was made through a law placing under the jurisdiction of the Conservation Commission all meandered streams and lakes. Professor Pammel, Chairman of the Commission, has written me that no further lakes will be drained in the State as he considers them in their natural condition of the greatest public value.

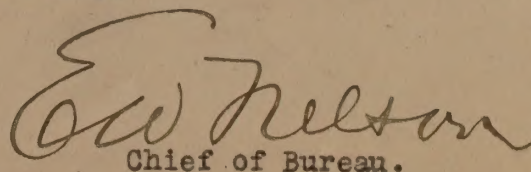
The extended drainage of the Kankakee marshes in northern Indiana has resulted in uncovering much nearly or quite worthless land and has adversely affected the surrounding country for many miles. This drainage project has cost a large amount of money and much adverse sentiment is developing against such waste. I have received several letters from people in that region protesting against work of this character, which they contend is detrimental to the welfare of the State and does not yield the benefits claimed for it by its advocates.

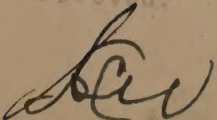
Fresh-water lakes and marshes have a direct influence not only in holding up flood waters but in retaining waters and helping maintain the underground water level. As a result of extended investigations, Professor McGee, in Bureau of Soils Bulletin No. 92, states that since the settlement of the 31 best agricultural states the general water level has lowered 9 feet and in Iowa the average lowering has amounted to 20 feet. Professor McGee states: "In the light of the relation of subsoil water to productivity, its rate of lowering can only be regarded as a method of advancing national impoverishment." The Biological Survey does not oppose the principle of drainage wisely conducted, but does believe that a due regard for the public welfare should require in every instance a survey of the proposed drainage problem by men competent to pass judgment on the value of the water area from the point of view of its productivity of game, fur, fish, and other natural resources, and its usefulness to the community in checking water runoff, maintaining the underground water level, and the recreational value. To secure this information a survey should be made by men competent to pass on these various phases of the situation. In view of the importance of the biological products of such areas, I would respectfully recommend that a competent biologist be added to the Departmental committee in order that his advice may be available in connection with projects of this character. Should you approve of this idea I would suggest that Mr. W. L. McAtee, Assistant Biologist of this Bureau, who has specialized on water and marsh areas in this country for some years, is excellently qualified for this service.

In this connection I might bring to your attention the fact that the bill introduced in the House by Representative Anthony (H. R. 5823), and in the Senate by Senator New (S. 1452), concerning which you reported favorably on June 21 in response to an inquiry by the Chairman of the House Committee on Agriculture, and which provides for a Federal hunting license of \$1.00 a year for each person who hunts migratory wild fowl, has as one of its principal objects the purchase and maintenance by the Government of water areas for the purpose of perpetuating our wild fowl and other products and benefits from such areas. The rapidly increasing drainage throughout the country is attaining proportions which I am convinced will become a serious public menace to the future welfare of the country unless steps are taken to control it through wiser supervision than has hitherto existed.

For some time I have been planning to bring the matter of ill-considered drainage to your attention and the recent organization of the committee referred to above appears to make the time opportune.

Respectfully,


Chief of Bureau.

Approved:


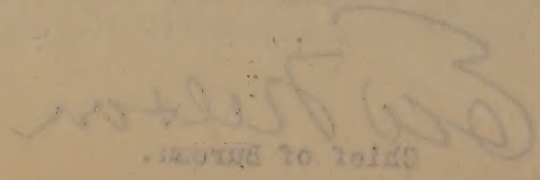
Secretary of Agriculture

Fresh-water lakes and marshes have a direct influence not only in holding up flood waters but in retaining waters and helping maintain the underground water level. As a result of extended investigations, Professor McGee, in Bureau of Soils Bulletin No. 92, states that since the settlement of the 31 best agricultural states the general water level has lowered 3 feet and in low the average lowering has amounted to 20 feet. Professor McGee states: "In the light of the relation of marsh soil water to productivity, its rate of lowering can only be regarded as a method of advancing national improvement." The biological survey does not oppose the principle of drainage wisely conducted, but does believe that a survey of the life public welfare should require in every instance a survey of the proposed drainage problem by men competent to pass judgment on the value of the water area from the point of view of its productivity of game, fish, and other natural resources, and its usefulness to the community in checking water runoff, maintaining the underground water level, and the recreational value. To secure this information a survey should be made by men competent to pass on these various phases of the situation. In view of the importance of the biological projects of such areas, I would respectfully recommend that a competent biologist be added to the Department Committee in order that his advice may be available in connection with projects of this character. Should you approve of this idea I would suggest that Mr. W. L. McAtee, Assistant Biologist of this Bureau, who has specialized on water and marsh areas in this country for some years, is excellently qualified for this service.

In this connection I might bring to your attention the fact that the bill introduced in the House by Representative Anthony (H. R. 5823), and in the Senate by Senator New (S. 1432), concerning which you reported favorably on June 21 in response to an inquiry by the Chairman of the House Committee on Agriculture, and which provides for a Federal hunting license of \$1.00 a year for each person who kills migratory wild fowl, has as one of its principal objects the purchase and maintenance by the Government of water areas for the purpose of perpetuating our wild fowl and other game birds and benefits from such areas. The rapidly increasing drainage throughout the country is attaining proportions which I am convinced will become a serious public menace to the future welfare of the country unless steps are taken to control it through wise supervision than has hitherto existed.

For some time I have been planning to bring the matter of ill-considered drainage to your attention and the recent organization of the committee referred to above appears to make the time opportune.

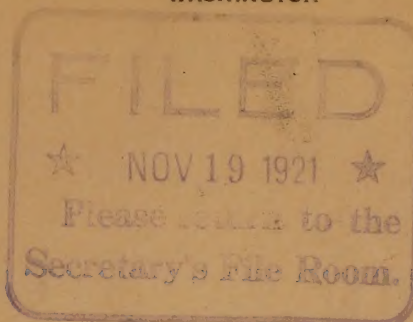
Respectfully,


Chief of Bureau.



F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Dr. Ball
Mr. Pugh
of note
November 8, 1921.

Dr. L. C. Gray,

Office of Farm Management and Farm Economics.

Dear Dr. Gray:

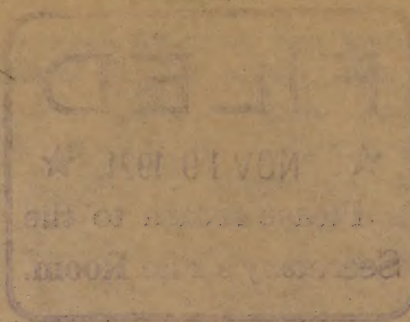
The Secretary has received the communication of October 28 from the Committee on Land Utilization. He appreciates fully the peculiar fitness of Mr. Rommel to serve on this Committee, but feels that if we go outside of the Department now we should add a number of names to the Committee to make it fully representative. The Secretary's thought is that perhaps later, after the departmental committee is ready to make a tentative report, it may be wise to consider the creation of an outside committee and call upon it for advice. In that case Mr. Rommel's name, of course, would be one of the very first thought of.

Sincerely yours,

W. A. Jump

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



Handwritten: Ball
Handwritten: [unclear]
Handwritten: [unclear]
Handwritten: November 8, 1931.

Dr. L. C. Gray,

Office of Farm Management and Farm Economics.

Dear Dr. Gray:

The Secretary has received the communication of October 28 from the Committee on Land Utilization. He appreciates fully the peculiar fitness of Mr. Hommel to serve on this Committee, but feels that if we go outside of the Department now we should add a number of names to the Committee to make it fully representative. The Secretary's thought is that perhaps later, after the departmental committee is ready to make a tentative report, it may be wise to consider the creation of an outside committee and call upon it for advice. In that case Mr. Hommel's name, of course, would be one of the very first thought of.

Sincerely yours,

W. A. J. [unclear]

Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

November 5, 1921.

★ NOV 19 1921 ★

Please return to the
Secretary's File Room.

Mr. Jump:

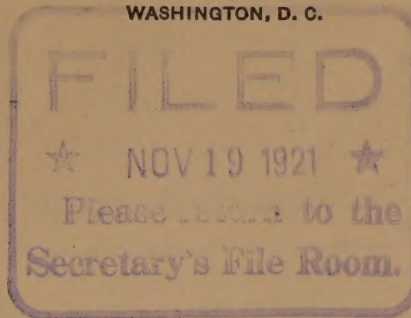
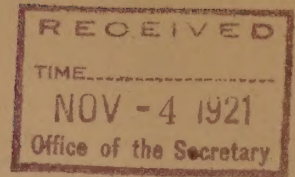
I have the memorandum of the Committee on Land Utilization. I appreciate fully the peculiar fitness of Mr. Rommel to serve on this Committee. I am of the opinion, however, that inasmuch as he has left the Department it would not be wise to continue him. If we once go outside of the Department then we should add a number of names to the committee to make it fully representative. Perhaps later after our Departmental committee is ready to make a tentative report we may find it wise to create an outside committee and call upon it for advice. In that case, Mr. Rommel's name would be one of the very first thought of.

H. C. W.

C. F. Baper
W. R. M. Carter
W. R. M. Carter
W. R. M. Carter
W. R. M. Carter

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM MANAGEMENT AND FARM ECONOMICS

WASHINGTON, D. C.



Oct. 28, 1921

The Honorable

The Secretary of Agriculture.

Sir:

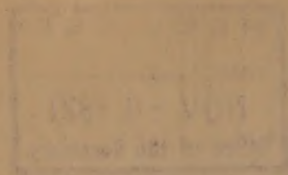
Your Committee on Land Utilization have learned with great regret that Mr. G. M. Rommel has resigned from the Department. However, because of Mr. Rommel's wide experience and intimate knowledge of the field of conservation and land utilization, your committee venture to express the hope that if practicable Mr. Rommel's service with the committee may be continued.

Respectfully,

LCG/GEP



C. V. Piper
E. C. Carter
W. R. Mcatee
J. H. McEvoy
C. J. Markham
L. J. Gray

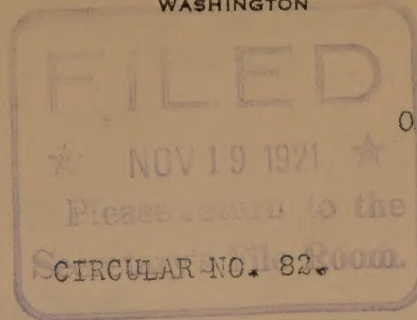


UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D.C.

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NOV-4 1921.
Office of the Secretary

DEPARTMENT OF AGRICULTURE
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H
Secretary's File Room

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



October 3, 1921.

Committee on Land Utilization.

The Secretary has appointed Mr. S. H. McCrory, Chief, Division, of Agricultural Engineering, Bureau of Public Roads, as a member of the newly created Committee on Land Utilization. Circular No. 81 of this office, dated September 27, 1921, is amended accordingly. The personnel of the committee is as follows:

Dr. L. G. Gray, Agricultural Economist, Office of Farm Management and Farm Economics, Chairman.
Prof. C. V. Piper, Agrostologist in Charge Forage-Crop Investigations, Bureau of Plant Industry.
Dr. G. M. Rommel, Chief, Animal Husbandry Division, Bureau of Animal Industry.
Prof. C. F. Marbut, Scientist in Charge Soil Survey Investigations, Bureau of Soils.
Mr. E. E. Carter, Assistant Forester, Forest Service.
Mr. S. H. McCrory, Chief, Division of Agricultural Engineering, Bureau of Public Roads.

H. M. BAIN

Private Secretary.

Copies sent to committee members.

F

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 26, 1921.

FILED

★ SEP 28 1921 ★

Please return to the
Secretary's File Room.

Dr. L. G. Gray,

Through Acting Chief,

Office of Farm Management and Farm Economics.

Dear Dr. Gray:

I am appointing the following committee to consider
the whole question of land utilization:

Dr. L. G. Gray, Agricultural Economist, Office of
Farm Management and Farm Economics.
Prof. C. V. Piper, Agrostologist in Charge Forage-
Crop Investigations, Bureau of Plant Industry.
Dr. G. M. Russell, Chief, Animal Husbandry Division,
Bureau of Animal Industry.
Prof. C. F. Marbut, Scientist in Charge Soil Survey
Investigations, Bureau of Soils.
Mr. E. E. Carter, Assistant Forester, Forest Service.

Following conference with Dr. H. C. Taylor, I am asking you to
serve as chairman of this committee. A copy of this memorandum
is being sent to each member of the committee.

It occurs to me that as a basis for studying the question
of land utilization very careful consideration should be given to
our present crop production, home consumption, and foreign demand,
relating the land now under cultivation to present and near future
demands. It seems to me this should be followed by a more careful
survey than has yet been made of the various classes of land which
in the future can be brought under cultivation. This will include
the arid land of the West suitable for reclamation purposes, the
swamp lands of the South which can be reclaimed by drainage, and
the cut-over lands both of the North and South, considering the
possibilities of the latter both for purposes of cultivation and
for purposes of reforestation.

Very truly yours,
(Signed)

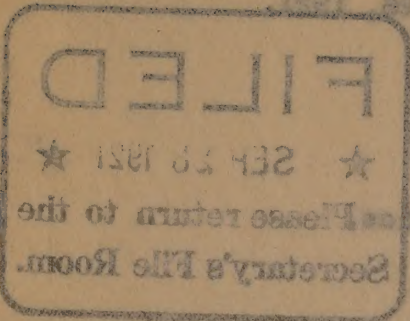
Kenneth C. Wallace
Secretary.

Copies sent to committee members.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

7

September 22, 1921



Dr. L. G. Gray,

Through Acting Chief,

Office of Farm Management and Farm Economics

Dear Dr. Gray:

I am appointing the following committee to consider the whole question of land cultivation:

- Dr. L. G. Gray, Agricultural Economics, Office of Farm Management and Farm Economics.
- Prof. C. V. Ely, Agricultural Economics, Bureau of Plant Industry.
- Dr. G. H. Brown, Chief, Animal Husbandry Division, Bureau of Animal Industry.
- Prof. C. F. Meyer, Soil Scientist in Charge Soil Survey, Bureau of Soils.
- Mr. E. H. Corbin, Assistant Forester, Forest Service.

Following conference with Dr. H. C. Taylor, I am asking you to serve as chairman of this committee. A copy of this memorandum is being sent to each member of the committee.

It occurs to me that as a basis for studying the question of land utilization very careful consideration should be given to our present crop production, home consumption, and foreign demand, relating the land now under cultivation to present and near future demands. It seems to me this should be followed by a more careful survey than has been made of the various classes of land which in the future can be brought under cultivation. This will include the arid land of the West suitable for reclamation purposes, the swamp lands of the South which can be reclaimed by drainage, and the out-over lands both of the North and South, considering the possibilities of the latter both for purposes of cultivation and for purposes of reforestation.

Very truly yours,

Henry C. Wallace

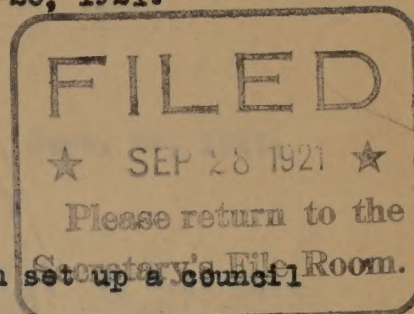
Secretary.

G

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 20, 1921.

Land Utilization.



The Department of Agriculture should very soon set up a council or committee for the purpose of considering the whole question of land utilization. As a basis for such studies very careful consideration should be given to our present crop production, home consumption, and foreign demand, relating the land now under cultivation to present and near future demands. This should be followed by a more careful survey than has yet been made of the various classes of land which in the future can be brought under cultivation. This will include the arid land of the West suitable for reclamation purposes, the swamp lands of the South which can be reclaimed by drainage, and the cut-over lands both of the North and South, considering the possibilities of the latter both for purposes of cultivation and for purposes of reforestation.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 20, 1921.

Land Utilization.

The Department of Agriculture should very soon set up a committee or committees for the purpose of considering the whole question of land utilization. As a basis for such studies very careful consideration should be given to our present crop production, home consumption, and foreign demand, relating the land now under cultivation to present and near future demands. This should be followed by a more careful survey than has yet been made of the various classes of land which in the future can be brought under cultivation. This will include the arid land of the west suitable for reclamation purposes, the swamp lands of the South which can be reclaimed by drainage, and the cut-over lands both of the North and South, considering the possibilities of the latter both for purposes of cultivation and for purposes of reforestation.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM MANAGEMENT AND FARM ECONOMICS
WASHINGTON, D. C.

Sept. 29, 1921.

The Honorable

The Secretary of Agriculture.

Sir:

I appreciate the honor of being appointed a member of the committee on land utilization, and shall do all I can to make the work of the committee successful.

Respectfully,

LCG/GEP

Economist in Charge of Land Economics

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

RECEIVED
SEP 30 1921
Office of the Secretary

DEPARTMENT OF AGRICULTURE
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BUREAU OF PLANT INDUSTRY

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 26, 1922.

CIRCULAR NO. 106.

FILE
P. L. GLADMON.

Identification Cards.

In order to facilitate the issuance of departmental identification cards and to minimize correspondence in connection therewith, requests for such cards will in future be made on a copy of the form attached, a supply of which may be obtained from the Chief Clerk of the Department.

These forms will be filled out in duplicate, addressed to the Chief Clerk of the Department, and may be signed by the Chief Clerk or Administrative Assistant of the bureau making the request. Upon receipt of these forms, one copy will be returned to the Bureau, with the identification cards attached, and the other retained by the Chief Clerk of the Department.

Identification cards are good only for one year from date of issue, and must be renewed annually on expiration. There is a good reason for this; otherwise they would be issued for an indefinite period.

Y. A. Jump
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 14, 1922.

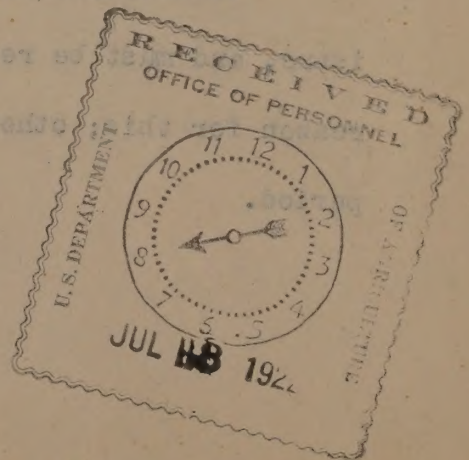
CIRCULAR NO. 106.

Identification Cards.

In order to facilitate the issuance of departmental identification cards and to minimize correspondence in connection therewith, requests for such cards will in future be made on a copy of the form attached, a copy of which may be obtained from the Chief Clerk of the Department.

These forms will be filled out in duplicate, addressed to the Chief Clerk of the Department, and may be signed by the Chief Clerk or Administrative Assistant of the Department. Upon receipt of these forms, one copy will be returned to the Bureau, with the identification cards attached, and the other retained by the Chief Clerk of the Department.

Identification cards are good only for one year from date of issue and are renewed annually on expiration. There is a good chance that they would be issued for an indefinite



Administrative Assistant

(Request for Identification Card)
(a)

DEPARTMENT OF AGRICULTURE

BUREAU OF _____

Date _____

To the Chief Clerk of the Department:

Please issue departmental identification cards for the employees of this Bureau listed below.

Chief Clerk or Administrative Assistant.

NAME	:	TITLE	:	NO. OF CARD (b)
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	
	:		:	

Date _____

Departmental identification cards have been issued as requested above. These cards are good only for one year from date of issue and must be renewed annually. Upon separation from the service of an employee, his identification card should be secured by the bureau concerned and returned to the Chief Clerk for cancellation.

Chief Clerk of Department

-
- (a) Form to be prepared in duplicate and sent to Chief Clerk of Department; one copy to be returned to the Bureau with identification cards requested.
- (b) To be filled in by Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

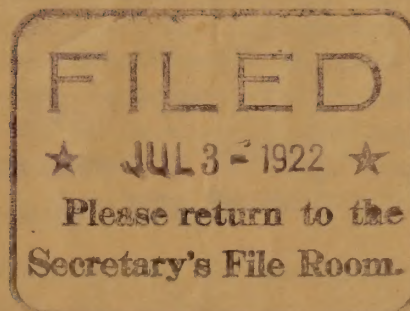
June 27, 1922.

MR. PUGSLEY:

Careful consideration has been given to the proposition of having a standard departmental identification card. This, together with other points which have been raised about the handling of identification cards, is covered in the attached papers, but there is nothing of importance there, and I do not believe it is necessary for you to take any time to look at the file. The fact is that while the use of the standard departmental identification card could be extended and some of the independent identification cards eliminated, there is need for special identification cards in some cases, as, for instance, in the enforcement of some of the regulatory acts of the Department it is necessary to state on the card that this man is an inspector authorized to make inspections in connection with such and such an act. Obviously, such a card is necessary in order to meet the peculiar requirements of certain trades. I am making the suggestion, however, that this matter be closed for the time being by your addressing a communication something along the line of the attached draft to the Division of Publications. The communication is self explanatory, and you will note provides that hereafter no special identification cards should be printed or duplicated except on express authority of the Chief Clerk of the Department, who in each case will determine if the special card departing from the standard card is really necessary and warranted. In this way I believe we can control the situation without making any public ruling and at the same time protect the necessities of any special case.

map

Enc.



DEPARTMENT OF AGRICULTURE

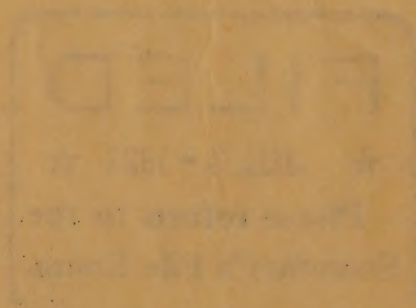
OFFICE OF THE SECRETARY

WASHINGTON, D. C.

June 27, 1922

✓
FOURTH

General Commissioner has been given the opportunity of
making a statement before the committee on the subject of
the proposed amendment to the act of March 3, 1907, relating
to the registration of stock. The committee has been
informed that the proposed amendment is not necessary
and that the act of March 3, 1907, is sufficient.
The committee has also been informed that the
proposed amendment is not necessary and that the
act of March 3, 1907, is sufficient. The committee
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is sufficient. The committee has also been informed
that the proposed amendment is not necessary and
that the act of March 3, 1907, is sufficient.



F

June 27, 1922.

Copy sent Mr. Reese.

Mr. J. L. Cobbs,

Chief, Division of Publications.

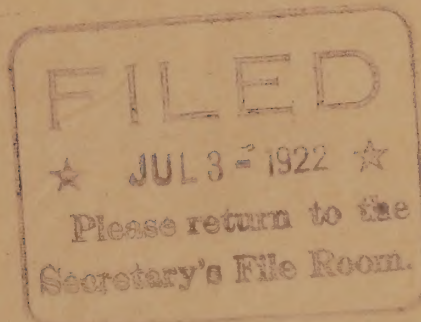
Dear Mr. Cobbs:

Hereafter no order for printing or duplicating a departmental identification card except the standard identification card of the Department should be passed except it bears the specific approval of the Chief Clerk of the Department. If you receive requisitions for the printing or duplicating of special identification cards they should be referred to the Chief Clerk of the Department for consideration and decision. This is done in order to eliminate as far as practicable a number of special independent identification cards which have been found to exist. The standard departmental identification card will be insisted upon in every case except where the Chief Clerk of the Department is satisfied that the requirement for enforcing some specific regulatory act or some other meritorious requirement necessitates and warrants the printing of a special identification card. Cases under this ruling can be handled as they come up, and it will not be necessary to issue any general order on the subject..

Very truly yours, Room:

(Signed)

Chas. P. Rogers
Assistant Secretary.



June 27, 1932.

Copy sent Mr. Reese.

Mr. J. L. Cobbs,

Chief, Division of Publications.

Dear Mr. Cobbs:

Herewith an order for printing or duplicating a departmental identification card among the standard identification card of the Department should be passed except it bears the specific approval of the Chief Clerk of the Department. If you receive regulations for the printing or duplicating of departmental identification cards they should be referred to the Chief Clerk of the Department for consultation and decision. This is done in order to eliminate as far as practicable a number of special departmental identification cards which have been found to exist. The standard departmental identification card will be issued upon in every case except where the Chief Clerk of the Department is satisfied that the Department for entering some specific regulation set or some other matter requires departmental identification card. Cases and warrants the printing of a special identification card, and under this ruling can be handled as they come up, and it will not be necessary to issue any general order on the subject.

Very truly yours,

(Signature)
 Assistant Secretary.

FILED
 JUL 3 - 1932
 Please return to the
 Secretary's File Room

M

June 26, 1922.

MEMORANDUM FOR MR. MACDONALD.

Dear Mr. MacDonald:

The Secretary has had the Advisory Committee on Finance and Business Methods give careful consideration to the recommendation contained in your memorandum of May 17 with reference to the issuance of departmental identification cards, and especially to your suggestion that these cards be issued on a "good until cancelled" basis, instead of on an annual basis as at present. The conclusions of the Committee, in which the Secretary concurs, are set forth below.

1. While the thought which prompted the Bureau of Public Roads to suggest the proposed plan is commendable and undoubtedly considerable work might be obviated by the adoption of an unlimited identification card, the advantages that might accrue therefrom are perhaps more than outweighed by other considerations.

2. Since these cards are used as credentials in connection with the establishment of commercial credit in the field, the dispatch of Western Union telegrams on official business, for securing hotel accommodations at reduced rates, and for establishing the bona fides of employees engaged in inspection and investigational work, the improper use to which they may be put by unauthorized persons into whose hands they may fall, or by former employees, are readily apparent. Such improper use is restricted to some extent by the time limit feature of the present cards as anyone can see whether or not the card is in force and effect. Without the time limit possession alone would imply force and effect.

3. The Department of Justice recently invited the attention of this Department to the fact that the impersonation of Government officers was an increasing evil and requested upon the Department the importance of taking every possible precaution to make such impersonation more difficult. As a result it has become necessary to indicate on every Department appointment paper that it is not an identification certificate. To adopt an identification card unlimited in its time feature would, therefore, it is believed, clearly be a step in the wrong direction.

4. The present procedure involved in the issue of identification cards is more cumbersome than necessary, entailing as it does considerable correspondence. A standard mimeographed form for use throughout the Department in requesting such cards should help the situation, and instructions have been given for the preparation of a suitable form with a view to its adoption by all branches.

Very truly yours,

W. A. Jump

Administrative Assistant.

June 26, 1922.

MEMORANDUM FOR MR. MACDONALD.

Dear Mr. Macdonald:

The Secretary has had the Advisory Committee on Finance and Business Methods give careful consideration to the recommendation contained in your memorandum of May 17 with reference to the issuance of departmental identification cards, and especially to your suggestion that these cards be issued on a "good will cancelled" basis, instead of on an annual basis as at present. The conclusion of the Committee, in which the Secretary concurs, are set forth below.

1. While the thought which prompted the Bureau of Public Roads to suggest the proposed plan is commendable and undoubtedly considerable work might be obtained by the adoption of an unlimited identification card, the advantages that might accrue therefrom are perhaps more than outweighed by other considerations.

2. Since these cards are used as credentials in connection with the establishment of commercial credit in the field, the dispatch of Western Union telegrams on official business, for securing hotel accommodations at reduced rates, and for establishing the bona fides of employees engaged in inspection and investigational work, the improper use to which they may be put by unauthorized persons into whose hands they may fall, or by former employees, are readily apparent. Such improper use is restricted to some extent by the time limit feature of the present cards as anyone can see whether or not the card is in force and effect. Without the time limit possession alone would imply force and effect.

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4. The present procedure involved in the issue of identification cards is more cumbersome than necessary, entailing as it does considerable correspondence. A standard mimeographed form for use throughout the Department in requesting such cards should help the situation, and instructions have been given for the preparation of a suitable form with a view to its adoption by all branches.

Very truly yours,

W. A. Jupp

Administrative Assistant

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

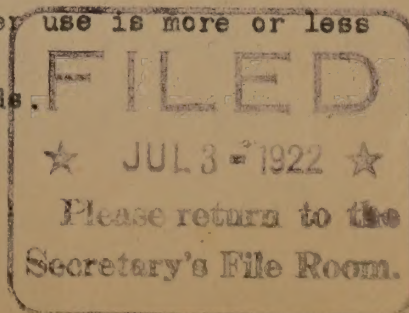
June 6 1922

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has carefully considered Mr. Thomas H. MacDonald's letter of May 17th with regard to the issuance of departmental identification cards, particularly the suggestion that a large saving in both time and money would be effected if these cards were issued on a "good until cancelled" basis instead of an annual basis.

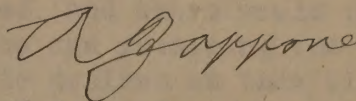
The Committee inclines strongly to the view that the identification card limited in time to one year should be continued. At the present time no effort is made to secure the return of the identification card when an employee leaves the service, and while arrangements might be made with this end in view, it is the thought of the Committee that many of the cards would never be recovered. As these cards are used as credentials in connection with the dispatch of Western Union telegrams on official business, the securing of hotel accommodations at reduced rates, and for establishing the bonafides of employees engaged in inspection and investigational work, the improper uses to which they may be put by unauthorized persons into whose hands they may fall, or by former employees, are readily apparent. Such improper use is more or less limited by the time limit on the present cards.



In this connection you will probably recall that a few months since the Department of Justice invited the attention of this Department to the fact that the impersonation of Government officers was an increasing evil and requested our cooperation in making such impersonation more difficult. To that end certain changes have been made in all appointment papers now issued by this Department, and the Committee believes that the adoption of an unlimited identification card would, therefore, be a step in the wrong direction.

It is appreciated that the present procedure involved in the issue of identification cards is rather more elaborate than is necessary, particularly in the matter of correspondence, but this correspondence could be greatly simplified by the use of a small mimeographed form, such as the one attached, to be filled out in duplicate and sent to the Chief Clerk of the Department, the original copy with the numbers of the cards issued filled in to be retained by the Chief Clerk and the other completed copy to be returned to the bureau with the card or cards requested.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

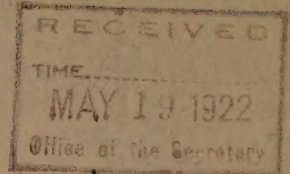
In this connection you will probably recall that a few months since the Department of Justice invited the attention of this Department to the fact that the investigation of Government officers was an increasing evil and requested our cooperation in making such investigation more difficult. To that end certain changes have been made in all appointment papers now issued by this Department, and the Committee believes that the adoption of an unlimited identification card would, therefore, be a step in the right direction. It is appreciated that the present procedure involved in the issue of identification cards is rather more elaborate than is necessary, particularly in the matter of correspondence, but this correspondence could be greatly simplified by the use of a small mimeographed form, such as the one attached, to be filled out in duplicate and sent to the Chief Clerk of the Department, the original copy with the numbers of the cards issued filled in to be retained by the Chief Clerk and the other completed copy to be returned to the Bureau with the card or cards requested.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PUBLIC ROADS
WASHINGTON, D. C.



IN YOUR REPLY PLEASE

REFER TO FILE NO. M-4

May 17, 1922

Adulom J. B.M.
JA consider

The Honorable

The Secretary of Agriculture.

Dear Sir:

In connection with the issuance of departmental identification cards by the Chief Clerk of the Department upon written requests by the Bureau, it is believed that a large saving in both time and money could be effected if these cards were issued on a "good until cancelled" basis, instead of on an annual basis.

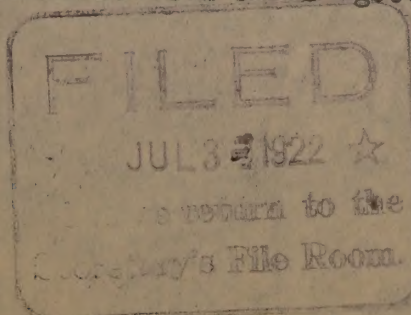
During the present fiscal year this Bureau has received 169 letters from its District offices requesting issuance and renewal of identification cards, and we have accordingly written the Chief Clerk of the Department 169 letters asking that the cards be issued, and the Chief Clerk's office in returning the cards has written the Bureau 62 letters, making a total of 400 letters.

In addition to these letters, employes located in the field away from District headquarters have no doubt written many letters to field offices asking for cards, all of which increases the volume of this correspondence.

Bureau employes also carry Postal Telegraph identification cards which are issued "good until cancelled," and it would be found to be a great convenience if they could also have their departmental cards issued without a time limit.

Upon the resignation or separation of an employe from the Department, even with the present practice of issuing on an annual basis, identification cards are returned, and there would not be any danger of an employe leaving the service and retaining the unlimited card if same should be issued, and it is desired at this time to submit for your consideration the question of issuing future departmental identification cards "good until cancelled."

Respectfully submitted,



W. H. McQuinn

Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PUBLIC ROADS
WASHINGTON, D.C.

IN YOUR REPLY PLEASE
REFER TO FILE NO. 11-4

MAY 17, 1922

Adams
May 17, 1922

The Honorable

The Secretary of Agriculture

Dear Sir:

In connection with the issuance of departmental identification cards by the Chief Clerk of the Department upon written requests by the Bureau, it is believed that a large saving in both time and money could be effected if these cards were issued on a "good until cancelled" basis, instead of "basic".

During the past year this Bureau has received 123 letters from its District Offices requesting issuance and renewal of identification cards. We have also received 123 letters from the Chief Clerk's office in returning the cards has written the Bureau 62 letters, making a total of 400 letters.



In addition to these letters, employees located in the field away from District Headquarters have no doubt written many letters to field offices asking for cards, all of which increase the volume of this correspondence.

Bureau employees also carry Postal Telegraph identification cards which are issued "good until cancelled," and it would be found to be a great convenience if they could also have their departmental cards issued without a time limit.

Upon the resignation or separation of an employee from the Department, even with the present practice of issuing on an annual basis, identification cards are returned, and there would not be any danger of an employee leaving the service and retaining the unlimited card if same should be issued, and it is desired at this time to submit for your consideration the question of issuing future departmental identification cards "good until cancelled."

Respectfully submitted,

W. K. ...

Chief of Bureau

United States Department of Agriculture

WEATHER BUREAU

WASHINGTON

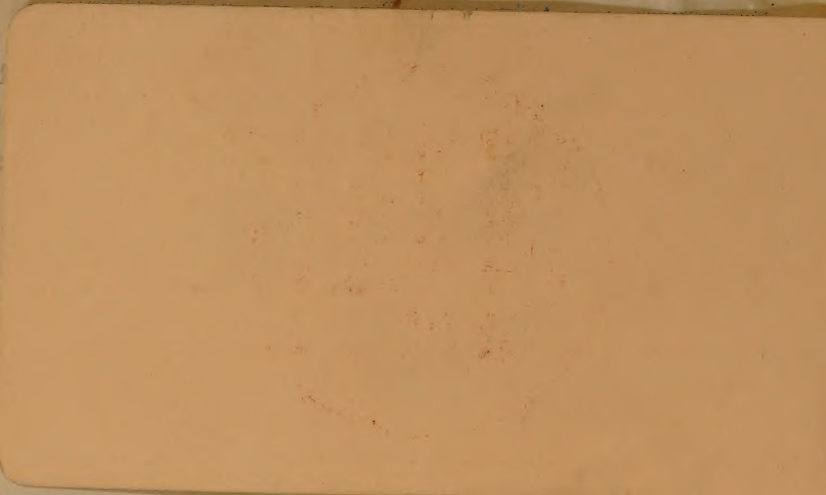
No. _____

THIS IS TO CERTIFY that

in the WEATHER BUREAU, whose signature appears below, is authorized to perform the duties of said office in accordance with the regulations of the Department of Agriculture.

Chief of Bureau.

Signature, _____



POSTAL TELEGRAPH-CABLE CO.

Commercial
Telegrams signed by

and answers thereto, when marked "Government business," will be transmitted on the lines of this Company, subject to the usual terms and conditions, at Government rate, on account of the United States. (SEE INSTRUCTIONS ON BACK)

Good until *Cancelled* unless otherwise ordered.

No. J

1123

Department of Agriculture
Clarence H. Mackay
President.

Payment for telegrams handled in accordance with this card will not be required of the sender, *although the sender may pay cash (if he so elects) or arrange for local charge account.*

Such telegrams that are not paid in cash or billed locally will be handled subject to the Company's usual terms and conditions, but will be checked at Government rate and credit thereon will be taken on Form No. 134, in monthly office reports.

Messages should, in addition to being marked "Government business" bear the name of the department, bureau or appropriation that is to pay for the tolls.

OK
UNITED STATES DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.

No. _____

_____, 192

WHOSE SIGNATURE IS ON
THE BACK OF THIS CARD, IS AN AGENT OF THE U. S. DEPARTMENT OF AGRICULTURE
(BUREAU OF MARKETS AND CROP ESTIMATES) DESIGNATED AS A FOOD PRODUCTS
INSPECTOR AND AUTHORIZED TO INVESTIGATE AND CERTIFY TO SHIPPERS AND OTHER
INTERESTED PARTIES THE QUALITY AND CONDITION OF FOOD PRODUCTS UNDER AN
ACT OF CONGRESS APPROVED MARCH 3, 1921 (PUBLIC NO. 367, 66TH CONGRESS).

AUTHORITY TO USE THIS CARD EXPIRES JUNE 30, 1922.

COUNTERSIGNED:

Henry Wallace

Chief, Bureau of Markets and Crop Estimates.

Secretary of Agriculture

(SIGNATURE)

IF SEPARATION FROM THE SERVICE OCCURS PRIOR TO JUNE
30, 1922, THIS CARD MUST BE IMMEDIATELY RETURNED TO
THE CHIEF CLERK OF THE BUREAU OF MARKETS AND CRQP
ESTIMATES.

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

No. 16007

DATE, _____

This is to Certify that _____

WHOSE SIGNATURE IS ON THE BACK OF THIS CARD, IS A MEMBER OF THE STAFF
OF THE DEPARTMENT OF AGRICULTURE ENGAGED IN OFFICIAL WORK IN THE

AUTHORITY TO USE THIS CARD EXPIRES ONE YEAR FROM DATE OF ISSUE

COUNTERSIGNED:

John E. Claff *Henry Wallace*

Secretary of Agriculture.

Acting Chief Clerk of the Department.

(Signature)

IF SEPARATION FROM THE SERVICE OCCURS PRIOR TO ONE YEAR FROM
DATE OF ISSUE, THIS CARD MUST BE IMMEDIATELY RETURNED TO THE
CHIEF CLERK OF THE DEPARTMENT THROUGH THE CHIEF OF BUREAU.

8—4022

Chief Clerk of Bureau.

EMPLOYEE'S PASS.

No. 1141

U. S. Department of Agriculture.

_____, 1922.

ADMIT _____

AN EMPLOYEE OF THIS DEPARTMENT.

TO _____

FOR OFFICIAL WORK ONLY

UNTIL _____

Walter E. Geiff

Acting Chief Clerk of Department.

(Signature of employee.)

This card must be returned to the Chief Clerk of the Department if separation from the service occurs prior to date of expiration shown on face.

United States Department of Agriculture
FOREST SERVICE
WASHINGTON

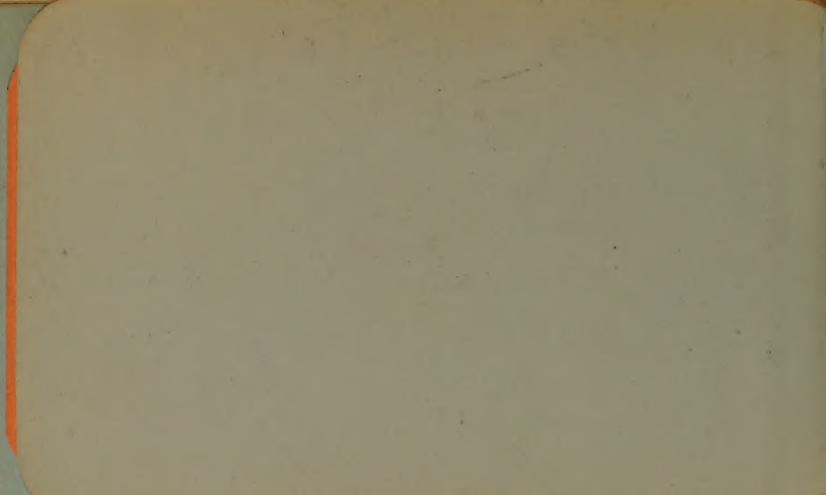
No. _____

THIS IS TO CERTIFY that _____,

in the FOREST SERVICE, whose signature appears below, is
authorized to perform the duties of said office in accordance with
the regulations of the Department of Agriculture.

Forester

Signature, _____



Harvey

United States Department of Agriculture,
BUREAU OF SOILS,
WASHINGTON, D. C.

THIS IS TO CERTIFY that _____

*in the BUREAU OF SOILS, whose signature appears below, is
authorized to perform the duties of said office in accordance with
the regulations of the Department of Agriculture.*

CHIEF OF BUREAU.

Signature, _____



Pres. Lamm

UNITED STATES DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

No. _____

DATE, _____, 192

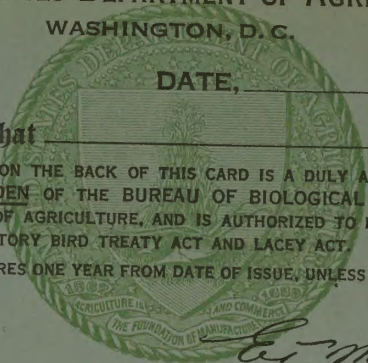
This is to Certify that _____

WHOSE SIGNATURE IS ON THE BACK OF THIS CARD IS A DULY APPOINTED UNITED STATES GAME WARDEN OF THE BUREAU OF BIOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF AGRICULTURE, AND IS AUTHORIZED TO ENFORCE THE PROVISIONS OF THE MIGRATORY BIRD TREATY ACT AND LACEY ACT.

THIS CERTIFICATE EXPIRES ONE YEAR FROM DATE OF ISSUE, UNLESS SOONER REVOKED.

COUNTERSIGNED :

Chief of Bureau.



E. I. Meredith
Secretary of Agriculture.

(Signature.)

**IF SEPARATION FROM THE SERVICE OCCURS PRIOR TO ONE YEAR FROM
DATE OF ISSUE, THIS CARD MUST BE IMMEDIATELY RETURNED TO THE
CHIEF, BUREAU OF BIOLOGICAL SURVEY.**

Form Bi-522

Birds

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

No. _____

DATE _____

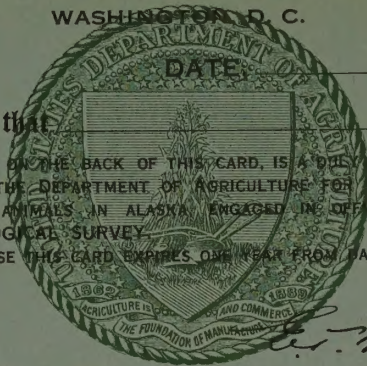
, 192

This is to Certify that _____

WHOSE SIGNATURE IS ON THE BACK OF THIS CARD, IS A DULY APPOINTED DEPUTY
FUR WARDEN OF THE DEPARTMENT OF AGRICULTURE FOR THE PROTECTION OF
LAND FUR-BEARING ANIMALS IN ALASKA ENGAGED IN OFFICIAL WORK IN THE
BUREAU OF BIOLOGICAL SURVEY.

AUTHORITY TO USE THIS CARD EXPIRES ONE YEAR FROM DATE OF ISSUE.

COUNTERSIGNED:



E. Meredith

Secretary of Agriculture.

Chief of Bureau.

(Signature.)

**IF SEPARATION FROM THE SERVICE OCCURS PRIOR TO ONE YEAR FROM
DATE OF ISSUE, THIS CARD MUST BE IMMEDIATELY RETURNED TO THE
CHIEF, BUREAU OF BIOLOGICAL SURVEY.**

Form B1-494. (7-20)

Insecticide Bd.

United States Department of Agriculture,

Washington, D. C., _____, 191

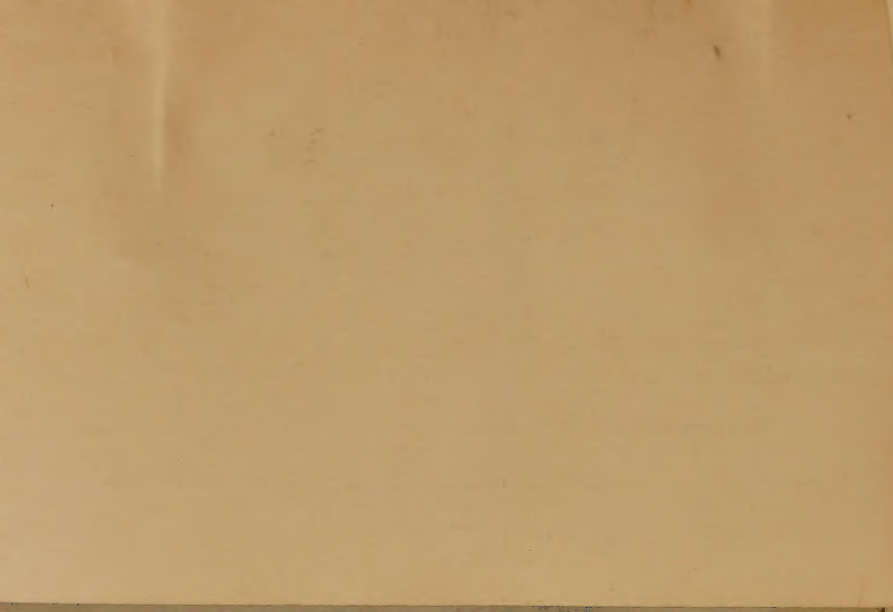
This is to certify that _____

(Signature: _____)

whose signature is shown above and whose photograph appears opposite, stamped with the seal of the Department, is authorized to inspect establishments manufacturing and dealing in insecticides, lead arsenates, Paris greens and fungicides, and products entering into their manufacture, under The Insecticide Act of 1910.

This authorization expires _____

_____, Secretary.



Chemistry - Chemists

United States Department of Agriculture,

Washington, D. C.,....., 192

This is to certify that

(Signature:)

whose signature is shown above and whose photograph appears opposite, stamped with the seal of the Department, is authorized to inspect establishments manufacturing and dealing in food and drugs and products entering into their manufacture, under the Food and Drugs Act, June 30, 1906,

This authorization expires

C. 5a.

....., Secretary.

Chenets

Chemistry - Food & Drug Insp

United States Department of Agriculture,

Washington, D. C., _____, 192

This is to certify that _____

(Signature: _____)

whose signature is shown above and whose photograph appears opposite, stamped with the seal of the Department, is a duly appointed food and drug inspector and is authorized to inspect establishments manufacturing and dealing in food and drugs and products entering into their manufacture, under the Food and Drugs Act, June 30, 1906.

This authorization expires _____

C. 5. _____, Secretary.

Red Book.

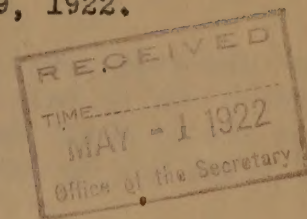
United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

April 29, 1922.

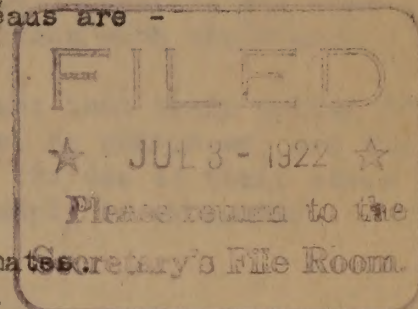
MEMORANDUM FOR MR. W. A. JUMP.



Dear Mr. Jump:

The matter of identification cards has been considered by the Advisory Committee on Finance and Business Methods. The Committee finds that the regular departmental identification card is being used generally throughout the Department, and in addition thereto seven bureaus have their own special identification cards. These bureaus are -

Weather Bureau.
Forest Service.
Bureau of Soils.
Bureau of Chemistry.
Bureau of Biological Survey.
Bureau of Markets and Crop Estimates.
Insecticide and Fungicide Board.



It has been ascertained that three of the above bureaus (Weather Bureau, Forest Service, and Bureau of Soils) can use a standard card, but the remaining four bureaus, engaged in the enforcement of regulatory laws, apparently need their special cards.

While for some reasons it might appear to be desirable in the interest of uniformity to adopt one standard card, this Committee does not feel that the matter is of sufficient importance to justify a radical change in the present method which is now working in an entirely satisfactory way.

It is accordingly recommended by the Committee that no action be taken at this time looking toward a change in the use of identification cards.

Very respectfully,

A. G. Appone
Chairman, Advisory Committee on Finance
and Business Methods.

United States Department of Agriculture

Division of Forestry and Game Management

Washington, D. C.

April 29, 1922

MEMORANDUM FOR MR. T. A. JONES

Dear Mr. Jones:

The matter of identification of birds has been considered by the

Advisory Committee on Game and Fish Management. The Committee finds

that the present departmental identification card is being used generally

throughout the Department, and in addition there is some concern over

their own special identification cards. These cards are as follows:

Forest Service

Game Service

Bureau of Fish

Bureau of Chemistry

Bureau of Biological Survey

Bureau of Entomology and Plant Quarantine

Investigation and Wildlife Service

It has been suggested that those of the above bureaus (Forest Service,

Game Service, and Bureau of Fish) can use a standard card, but the

entire set of forms, as given in the enclosure of reference, are

being used for their special cards.

This for more reasons it might appear to be desirable in the interest

of uniformity to adopt one standard card, this Committee does not feel that

the matter is of sufficient importance to justify a radical change in the

present method which is now working in an entirely satisfactory way.

It is accordingly recommended by the Committee that no action be

taken at this time looking toward a change in the use of identification cards.

Very respectfully,

[Signature]

Chief, Advisory Committee on Game and Fish Management

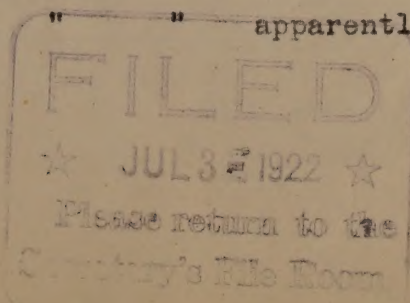
and Wildlife Service

Identification Cards.

- Weather Bureau - The Departmental card will answer their purpose, but they suggest that the cards be signed by the Chief of Bureau instead of the Acting Chief Clerk of the Dept.; they also question the desirability of the cards being renewed each year.
- Forest Service - The Departmental card will be satisfactory, but they suggest that it be reduced in size so it will fit in an ordinary card case.
- Bureau of Soils - The Departmental card will meet their requirements.
- Bureau of Chemistry - They state that the Departmental card is not suited to their needs; they need cards with special phraseology for their food and drug inspectors and also for the other chemists in connection with their work.
- Bureau of Biological Survey - They consider it most important that their United States Game Warden card, now in use, be continued; and they would also like to continue the use of their other cards until their present supply is exhausted.
- Bureau of Markets - They say it is necessary for that bureau to have two identification cards, one for the Food products inspectors and one for their other employees who need identification in transacting official business.
- Insecticide and Fungicide Board - Their special identification card meets their needs better than any other card; it defines the scope of the inspector's authority, eliminates the need for the inspector entering into an explanation of his work and obviates unnecessary conversation and embarrassing questions, and is a time saver. They trust the Committee will not rule against the use of their special card.

3 - of the above bureaus can use a standard card, while

4 - " " " " apparently need special cards.



OFFICE OF
THE SECRETARY OF AGRICULTURE

4/6

Mr Gappone

I'll tell
you about
this the
next time
you are over
here. was

Inspectors need badges to show that they have authority, or rather that they are authorized. Food and Drug inspectors, for instance, ask permission to inspect a factory or drug establishment. The manager usually asks the inspector to show that he is an authorized government employee. Of course, the manager could refuse to grant permission but almost invariably when the badge is shown permission is granted. Other field employees of the various Bureaus trespass on private land. Of course, they have no authority to do this and the badge is used to show people that the trespass is made in government work. Badges seems to be more effective than identification cards.

The Department issues an identification card for the use of employees. There are 2000 in use this year. They are renewed each year.

The Bureau of Soils and the Weather Bureau issue identification cards of their own and do not use a badge.

The Bureau of Markets and Crop Estimates issue an identification card to some of their employees.

The Department issues building passes to employees in Washington so that they can enter the buildings after office hours.
Also an "identification card".

The Postal Telegraph Cable Company issues identification cards to Department employees as authority to send telegrams collect. The Western Union does not now issue such cards.

*Chemistry
Inspection
How Board*

Inspectors need badges to show that they have authority, or rather that they are authorized. Food and Drug inspectors, for instance, ask permission to inspect a factory or drug establishment. The manager usually asks the inspector to show that he is an authorized government employee. Of course, the manager could refuse to grant permission but almost invariably when the badge is shown permission is granted. Other field employees of the various agencies, whether on private land. Of course, they have no authority to do this and the badge is used to show people that the trespass is made in government work. Badges seem to be more effective than identification cards.

The Department issues an identification card for the use of employees. There are 1000 in use this year. They are renewed each year.

The Bureau of Reclamation and the Weather Bureau issue identification cards of their own and do not use a badge.

The Bureau of Reclamation and the Weather Bureau issue an identification card to some of their employees.

The Department issues building passes to employees in Washington so that they can enter the building after office hours.

The Postal Service issues identification cards to department employees as authority to send telegrams collect. The Service in Union does not now issue such cards.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

F

August 7, 1922.

MEMORANDUM FOR PROFESSOR MARVIN.

Dear Professor Marvin:

I have your memorandum of July 21, relating to identification cards. The purpose of Circular No. 106 primarily was to safeguard the use of departmental credentials.

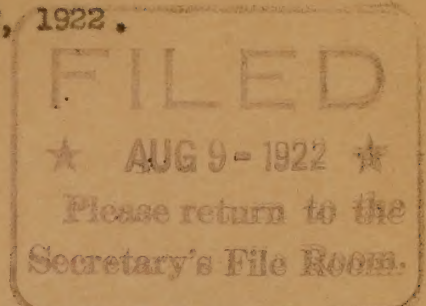
The matter of eliminating all special identification cards and substituting a standard departmental card therefor was considered recently, and this was the policy decided upon except where there is some special need for an independent identification card. Some bureaus require special cards in connection with the enforcement of specific regulatory acts. Under date of June 27, the Chief of the Division of Publications was instructed by the Assistant Secretary not to pass any further orders for printing special identification cards except on approval of the Chief Clerk of the Department. A copy of this memorandum is attached and is self explanatory.

With regard to the "good until cancelled" feature of the present Weather Bureau card, this matter was given very careful consideration some weeks ago when a similar proposal was advanced by another bureau. Since these cards are used as credentials in connection with the establishment of commercial credit in the field, the dispatch of Western Union telegrams on official business, for securing hotel accommodations at reduced rates, and for establishing the bona fides of employees engaged in inspection and investigational work, the improper use to which they may be put by unauthorized persons into whose hands they may fall, or by former employees, is readily apparent. Such improper use is restricted to some extent by the one-year time limit feature, as anyone can see whether or not the card is in force and effect. Without the time limit, possession alone would imply force and effect. The Department of Justice recently invited the attention of this Department to the fact that the impersonation of Government officers was an increasing evil and impressed upon the Department the importance of taking every possible precaution to make such impersonation more difficult. As a result it has become necessary to indicate on every Department appointment paper that such paper is not to be regarded as an identification certificate. In view of the circumstances, it does not seem feasible to adopt or retain in the Department the use of an identification card unlimited in its time feature.

Very truly yours,

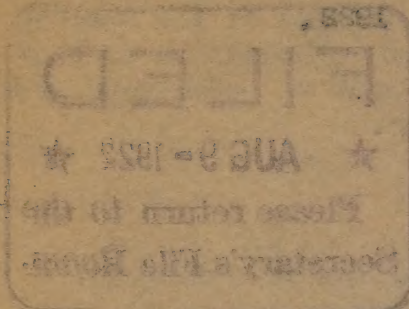
W. A. Jump

Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 7, 1922



MEMORANDUM FOR PROFESSOR MARVIN

Dear Professor Marvin:

I have your memorandum of July 21, relating to identification cards. The purpose of Circular No. 108 primarily was to safeguard the use of departmental credentials.

The matter of identifying all special identification cards and embossing a standard departmental card therefor was considered recently, and this was the policy decided upon except where there is some special need for an independent identification card. Some persons require special cards in connection with the enforcement of specific regulatory acts. Under date of June 27, the Chief of the Division of Publications was instructed by the Assistant Secretary not to pass any further orders for printing special identification cards except on approval of the Chief Clerk of the Department. A copy of this memorandum is attached and is self-explanatory.

With regard to the "good with cancelled" feature of the present Weather Bureau card, this matter was given very careful consideration some weeks ago when a similar proposal was advanced by another bureau. Since these cards are used as credentials in connection with the establishment of commercial credit in the field, the dispatch of Western Union telegrams on official business, for securing hotel accommodations at reduced rates, and for establishing the bona fides of employees engaged in inspection and investigational work, the improper use to which they may be put by unauthorized persons into whose hands they may fall, or by former employees, is readily apparent. Such improper use is restricted to some extent by the one-year time limit feature, as anyone can see whether or not the card is in force and effect. Without the time limit, possession alone would imply force and effect. The Department of Justice recently invited the attention of this Department to the fact that the Impersonation of Government officers was an increasing evil and suggested upon the Department the importance of taking every possible precaution to make such impersonation more difficult. As a result it has become necessary to indicate on every Department appointment paper that such paper is not to be regarded as an identification certificate. In view of the circumstances, it does not seem feasible to adopt or retain in the Department the use of an identification card without in its time feature.

Very truly yours,

W. A. LUMP

Administrative Assistant

July 31, 1922

MEMORANDUM FOR PROFESSOR MARVIN.

Dear Prof. Marvin:

I have your memorandum of July 21 relating to ~~XXXXXX~~ identification cards.
Circular No. 106

The purpose of ~~XXXXXXXXXXXXXXXXXXXX~~ is to eliminate as far as practicable the numerous special identification cards which have been found to exist in the various bureaus and to substitute therefor a standard departmental card. It is realized that in some bureaus, there may be ~~special~~ need for ~~individual~~ independent identification cards, such as ~~where the requirement for enforcement~~ *those charged with the enforcement of* some specific regulatory act or ~~some other meritorious requirements~~ *where the peculiar requirements* necessitated and warrant the printing of a special card. ~~Such cases will be referred to the Chief Clerk of the Department for consideration and decision.~~ *on their merits.*

With regard to the "good until cancelled" feature of the present Weather Bureau card, this matter was given very careful consideration. Since these cards are used as credentials in connection with the establishment of commercial credit in the field, the dispatch of Western Union telegrams on official business, for securing hotel accommodations at reduced rates, and for establishing the bona fides of employees engaged in inspection and investigational work, the improper use to which they may be put by unauthorized persons into whose hands they may fall, or by former employees, are readily apparent. Such improper use is restricted to some extent by the ~~time limit~~ one-year time limit feature, as anyone can see whether or not the card is in force and effect. Without the time limit, possession alone would imply force and effect.

The Department of Justice recently invited the attention of this Department to the fact that the impersonation of Government officers was an increasing evil and impressed upon the Department the importance of taking every possible precaution to make such impersonation more difficult. As a result it has become necessary to indicate on every Department appointment paper that such paper is not to be regarded as an identification certificate. To adopt an identification card unlimited in its time feature would, therefore, it is believed, clearly be a step in the wrong direction.

Under date of 6/17/22 the Chief of the Div of Pub was instructed by the Asst Secy not to pass any further orders for printing
Administrative Assistant.

wherever feasible
FILED
AUG 9 - 1922
Please return to the Secretary's Room.

Special identification cards except on approval of the Chief Clerk no longer

July 31, 1933.

MEMORANDUM FOR PROFESSOR MARVIN.

Dear Prof. Marvin:

Identification cards.

I have your memorandum of July 21 relating to identification cards. (Circular No. 108)

The purpose of identification cards is to eliminate as far as practicable

the numerous special identification cards which have been found to exist in

the various bureaus and to substitute therefor a standard departmental card.

special

It is realized that in some bureaus there may be special cards for identification

independent identification cards, such as where the requirement for entry in

some specific regulatory act or some other particular requirement necessitates

and warrants the printing of a special card. Such cases will be referred to

the Chief Clerk of the Department for consideration and decision.

With regard to the "good until cancelled" feature of the present

Weather Bureau card, this matter was given very careful consideration. Since

these cards are used as credentials in connection with the establishment of

commercial credit in the field, the dispatch of Weather Bureau telegrams on

official business, for securing hotel accommodations at reduced rates, and

for establishing the bona fides of employees engaged in inspection and investi-

gational work, the improper use to which they may be put by unauthorized

persons into whose hands they may fall, or by former employees, are readily

apparent. Such improper use is restricted to some extent by the identification

one-year time limit feature, as anyone can see whether or not the card is in

force and effect. Without the time limit, possession alone would imply force

and effect.

The Department of Justice recently invited the attention of this Department to the fact that the Department of Government officers was an increasing evil and impressed upon the Department the importance of taking every possible precaution to make such impersonation more difficult. As a result it has become necessary to indicate on every Department appointment paper that such paper is not to be regarded as an identification certificate. To adopt an identification card unlimited in its time feature would, therefore, it is believed, clearly be a step in the wrong direction.

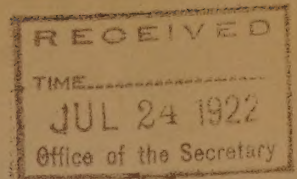
Very truly yours,

Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of the Chief

WASHINGTON



FILED

July 21, 1922.

★ AUG 9 - 1922 ★

Please return to the
MEMORANDUM FOR MR. JUMP.
Secretary's File Room.

Dear Mr. Jump:

Referring to Circular No. 106, dated June 16, 1922,
on the subject of identification cards:

Inquiry was made on April 15, by the Chairman of the
Advisory Committee on Finance and Business Methods whether
or not a departmental card would meet the needs of the Weath-
er Bureau. In our reply thereto the Weather Bureau under
date of April 21, set out certain reasons wherein the pro-
posed departmental cards would be unsatisfactory for our use
and suggested that certain changes be made in the proposed
form.

It is desired to inquire if Circular No. 106 contem-
plates the discontinuance of bureau identification cards and
the substitution therefor of the general departmental card.

For your information I will say that between 50 and
100 of these cards will be required annually by our field
employees.

Respectfully,

C. F. Marvin

C. F. Marvin,
Chief of Bureau.

UNITED STATES DEPARTMENT OF COMMERCE
BUREAU OF MARITIME SERVICE

OFFICE OF THE SECRETARY
WASHINGTON, D. C.
April 10, 1918

TO THE SECRETARY OF THE ARMY
WASHINGTON, D. C.
FROM THE SECRETARY OF COMMERCE
SUBJECT: MARIAN REID, alias, et al.
RE: MARIAN REID, alias, et al.
The following information was received from the Bureau of Investigation on April 10, 1918, at New York City, New York:

On April 10, 1918, at New York City, New York, the following information was received from the Bureau of Investigation:

On April 10, 1918, at New York City, New York, the following information was received from the Bureau of Investigation:

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OFFICE OF
THE SECRETARY OF AGRICULTURE

July 31, 1922.

J:

Letter in rough, so
that you may revise, if
found necessary.

Have made extracts from
Mr. Pugsley's letter to Mr.
Cobbs, and also your letter
to Mr. MacDonald relative
to "good until cancelled"
feature. Prof. Marvin's
letter of April 21 (to which
he refers in his memo. of
July 21) refers to the indef-
inite-time card. It also
makes reference to desirabil-
ity of having cards signed
by a bureau official, in-
stead of the Acting Chief
Clerk, which point I have
not discussed.

E.H.B.

Pls copy



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 14, 1922.

CIRCULAR NO. 107.

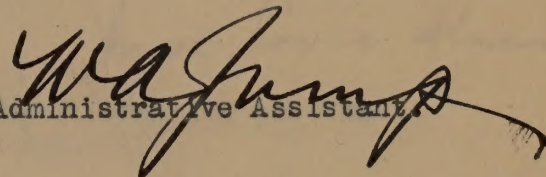
FILE
P. L. GLADMON.

Payment of Increased Compensation.

Cases have come to the Secretary's attention where an employee, transferred from one Department, Bureau, or Office to another, at a promotion in excess of \$200, has been paid increase of compensation within this Department, without the certificate required by law.

Administrative officers should in the future see that transfer papers indicate the specific authority under which increase of compensation has been paid the employee, or that the employee is not receiving the bonus at the present time.

By direction of the Secretary:


Administrative Assistant

DEPARTMENT OF AGRICULTURE
WASHINGTON



July 14, 1922.

FILE
H. L. GLADWIN

CIRCULAR NO. 107.

Payment of Increased Compensation.

Cases have come to the Secretary's attention where an employee, transferred from one Department, Bureau, or Office to another, at a promotion in excess of \$500, has been paid increase of compensation within this Department, without the certificate required by law. Administrative officers should in the future see that transfer papers indicate the specific authority under which increase of compensation has been paid the employee, or that the employee is not receiving the bonus at the present time.

Secretary of the Department:

[Handwritten signature]



July 1, 1922.

Dear Mr. Wolfe:

It would work a peculiar hardship on this employee to make him refund the bonus he has received without the required certification, during the period of an entire year. It would be particularly unjust to him, also, thus to penalize him for the conscientiousness of his administrative officers. As he is regarded as an efficient employee, worthy of receiving the bonus, a fact which was recognized by a promotion in excess of \$200, I think the Secretary can properly approve the Bureau recommendation. I also think, however, that you should rather sharply advise the Bureau that its conscientiousness is displeasing to the Secretary.

In the circumstances I have indicated the Bureau recommendation.

Very truly yours,

Director

OFFICE OF THE SECRETARY OF AGRICULTURE

July 1, 1922.

Dear Mr. Woulfe:

RECEIVED
TIME JUL - 1 1922
Louis Knowles
Inspector

It would work a peculiar hardship on this employee to make him refund the bonus he has received without the required certification, during the period of an entire year. It would be particularly unjust to him, also, thus to penalize him for the carelessness of his administrative officers. As he is regarded as an efficient employee, worthy of receiving the bonus, a fact which was accented by a promotion in excess of \$200, I think the Secretary can properly approve the Bureau recommendation. I also think, however, that you should rather sharply advise the Bureau that it's carelessness is displeasing to the Secretary.

In the circumstances I have initialed the Bureau recommendation.

Very truly yours,

Ashley
Inspector.

In re Louis Knowles

July 11, 1922.

MEMORANDUM NO.

Attention of Chiefs of all Bureaus and Offices.

A number of cases have come to my attention where an employee, transferred from one Department, Bureau or Office to another, at a promotion in excess of \$200, has been paid increase of compensation within this Department, without the certificate required by law.

Administrative officers should in the future see that transfer papers show the authority under which increase of compensation has been paid the employee, or that the employee is not receiving the bonus at the present time.

C/e

Secretary.

• OF EUGENIO BERNI

of compensation within this Department, without the certificate

Administrative officers should in the future see that their reports show the authority under which increase of compensation has been paid the employee, or that the employee is not receiving the bonus at the present time.

• 718 • 01308

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 24, 1922.

CIRCULAR NO. 108.

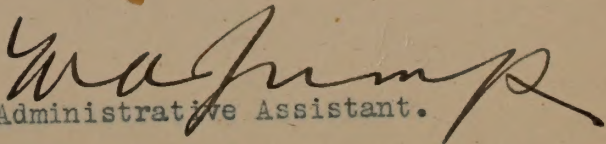
FILE
P. L. GLADMON.

Accounting in Connection with Freight Shipments.

Hereafter shipments of freight consigned to this Department, or to any bureau thereof, purchased under contract f.o.b. Department, Washington, but arriving charges collect, will, unless shipped in care of a local transfer company, be picked up by the transfer company hauling under contract with the Department and delivered to the proper bureau or office.

Upon delivery the Bureau Receiving Officer will issue a "Temporary Receipt for Government Shipment" on the approved form, to cover the charges, and a drayage ticket on the regular form to cover the hauling. The memorandum copies of each of these papers will be forwarded to the Bureau Accounting Officer to be taken up on his liability records. The transportation and hauling charges will then be deducted from the voucher covering the supplies shipped, and a copy of the letter advising the payee of such deduction attached thereto, with an appropriate reference to the dray ticket and "Temporary Receipt for Government Shipment", and the voucher passed for payment in the usual manner.

Upon receipt of proper vouchers from Railroad and Transfer Companies payment of the deducted freight and transfer charges will be made.


Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 24, 1922.

Circular No. 108.

FILE
R. L. GLADMON

Accounting in Connection with Freight Shipments.

Hereafter shipments of freight consigned to this Department, or to any person thereof, purchased under contract U.S.D. Department, Washington, and arriving charges collect, will, unless shipped in care of a local transfer company, be picked up by the transfer company handling under contract with the Department and delivered to the proper Bureau of Office.

Upon delivery the Bureau Receiving Officer will issue a "Temporary Receipt for Government Shipment" on the approved form, to cover the charges, and a duplicate ticket on the regular form to cover the handling. The memorandum copies of each of these papers will be forwarded to the Bureau Accounting Officer to be taken up on his liability records. The transportation and handling charges will then be deducted from the voucher covering the supplies shipped, and a copy of the latter showing the payment on attached thereto, with an appropriate reference to the "Temporary Receipt for Government Shipment", and the receipt for payment in the usual manner. Receipt of proper vouchers from Railroad and Transfer Company of the deducted freight and transfer charges will be made.



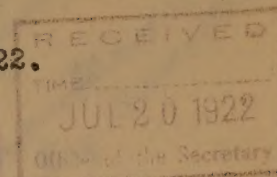
Administrative Assistant.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

July 20, 1922.



MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has considered the attached file and the proposed circular submitted by Mr. Ward outlining the procedure to be followed by the various bureaus of the Department in securing possession of freight, purchased f.o.b. Department, Washington, inadvertently shipped by the contractor C. O. D., and in making payment of the freight and hauling charges thereon.

It is the opinion of the Committee that the circular fully covers the case, and it recommends your issuance of same.

Very respectfully,

A handwritten signature in cursive script, appearing to read "A. Gappone".

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

United States Department of Agriculture

Division of Accounts and Administration

Washington, D. C.

July 20, 1922.

MEMORANDUM FOR MR. W. A. JUNE.

Dear Mr. June:

The Advisory Committee on Finance and Business Methods has considered the attached file and the proposed circular submitted by Mr. Ward outlining the procedure to be followed by the various bureaus of the Department in securing possession of freight, purchased U.S.D. Department, Washington, inadvertently shipped by the contractor C. O. D., and in making payment of the freight and handling charges thereon.

It is the opinion of the Committee that the circular fully covers the case, and it recommends your issuance of same.

Very respectfully,

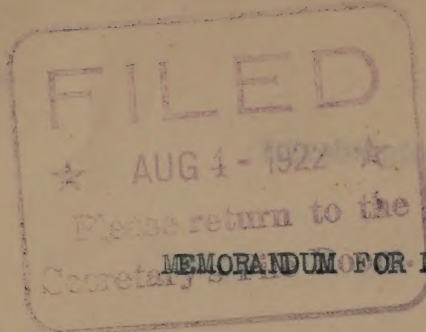
Chairman, Advisory Committee on Finance and Business Methods.

Enclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

July 18, 1922.



7/19

*Adv. Com.
in 4.4 P.M.
for consideration
at early convenience*

Dear Mr. Jump:

I transmit herewith for your consideration a proposed circular outlining the procedure to be followed by the various bureaus of this Department in securing possession of freight, purchased F.O.B. Department, Washington, inadvertently shipped by the contractor C. O. D. and in making payment of the freight and hauling charges thereon.

This procedure has been worked out after a conference with the Property Officers of the various bureaus called by Mr. Forbes, and was submitted to the Bureau Accounting Officers at their meeting last Friday, generally discussed, and the plan approved fourteen to two. The procedure suggested was also discussed with the state and other Departments of the General Accounting Office and is satisfactory.

In view of the fact that the situation which it is sought to correct by this memorandum is causing some embarrassment in the handling of freight, it is suggested that this circular be issued as promptly as possible.

Very truly yours,

Robert S. Ward
Inspector.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

July 18, 1902

MEMORANDUM FOR MR. JAMES

Dear Mr. James:

I transmit herewith for your consideration a proposed circular outlining the procedure to be followed by the various bureaus of this Department in securing possession of freight, purchased U.S.D. Department, Washington, inadvertently shipped by the contractor G. C. D. and in making payment of the freight and handling charges thereon.

This procedure has been worked out after a conference with the Property Officers of the various bureaus called by Mr. Forbes, and was submitted to the Bureau Accounting Officers at their meeting last Friday, generally discussed, and the plan approved fourteen to two. The procedure suggested was also discussed with the state and other departments of the General Accounting Office and its assistance.

In view of the fact that the situation which it is sought to correct by this memorandum is causing some embarrassment in the handling of freight, it is suggested that this circular be issued as promptly as possible.

Very truly yours,

James B. Smith

Inspector.

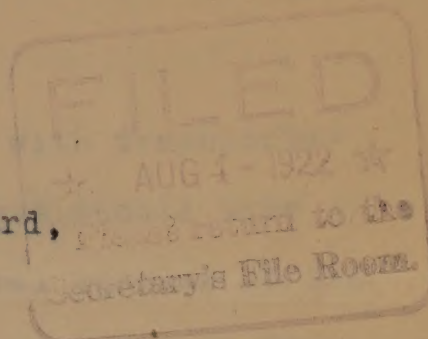
United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C.,

July 12, 1922

Memorandum to Mr. H. S. Ward,
Office of Inspection.



In reference to our meeting with Mr. Powell, of the Powell Transportation Company, I am enclosing a memorandum which it is believed may assist in solving the difficulty.

Very truly yours,

A handwritten signature in dark ink, appearing to read "F.E. Meloy". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

M:T

F.E. Meloy,
Officer in Charge of Property

United States Department of Agriculture
Bureau of Plant Industry

Office of Chief of Bureau

Washington, D.C.

Memorandum to Mr. W. H. Ward,
Office of Inspection

In reference to our meeting with Mr. Powell of
the Powell Transportation Company, I am enclosing a
memorandum which is believed to assist in deter-
mining the facts.

Very truly yours,

W. H. Ward
W. H. Ward,
Office of Inspection

W. H.

July 12, 1922

Memorandum

On receipt of freight shipments with transportation charges collect, but which charges should have been paid by the consignor, the several Bureaus of the Department will issue to the drayage company, at the time of delivery, a "Temporary Receipt for Government Shipment" to cover the freight charges, to be surrendered by him to the Railroad Company. A regular Department dray ticket will be issued to cover drayage due on these shipments. The Bureaus will take the necessary steps to have the freight and drayage recorded in such a manner as to have these charges deducted from the vendor's voucher.

FILED

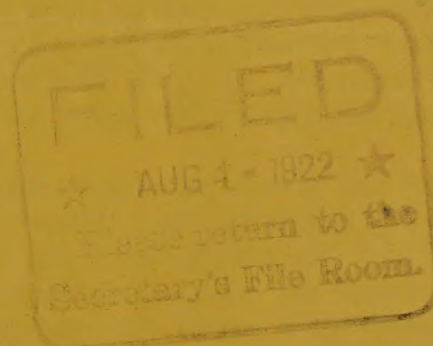
★ AUG 4 - 1922 ★

Please return to the
Secretary's File Room.

Upon receipt of shipments on Government Bills of Lading and collect shipments wherein the transportation is properly chargeable to the Government, the Property Clerk so receiving shall issue a regular charge slip, appropriately marked ~~fra~~ for identification, payable to the drayage company making delivery. Upon the rendering of its bill on the regular government voucher, supported by the charge slips as subvouchers, the Property Clerk will certify them to the accounting office for payment.

Upon receipt of prepaid shipments wherein the transportation is not chargeable to the government, the Property Clerk shall issue a similar charge slip on which he shall note the circumstances and forward a copy of the same to the accounting officer, attached to the dealer's voucher, from which voucher the accounting officer will deduct the amount of the drayage charges; it being understood that the charges for drayage shall be at the same rate as if it had been properly chargeable to the government.

The drayage company will submit these items in the same way as it submits the other items referred to above.



POWELL TRANSPORTATION COMPANY

429-31-33 NINTH STREET, S. W.

LOCAL AND LONG DISTANCE HAULING

EXCELLENT DRY STORAGE

SELLING AND DISTRIBUTING AGENTS FOR COMPRESSED CARBONIC CO., BALTIMORE, MD.

RESIDENCE PHONE, COL. 9548

WASHINGTON, D. C. July 7th.1922.

Attention of Mr Forbes

Department of Agriculture.
Main Building.
Washington. D.C.

Dear Sirs;-

Referring to the hauling of merchandise from the several freight terminals, to various Bureaus of the Department, beg to advise that the details in connection with this work is not entirely clear to us, and before proceeding further we desire to ~~###~~ be enlightened on the subject, so that we may be in a position to handle this business in a prompt, and efficient manner.

In presenting our bid, we were under the impression that that upon the delivery of the goods to their proper destination, we were to receive a Government Bill of Lading, and a voucher for hauling charges, we also understood that the Transportation Companys were to charge the amount of ^{up}paid freight to us, and would credit our account upon the presentation of the Government B/L to them. this arrangement was entirely satisfactory to us, but another phase of the matter has arisen, that if not promptly adjusted, will ~~make~~ cause endless confusion, namely;- the shipments that are sold under contract to the Dept, and delivered F.O.B. Bureau, and on which freight charges must be paid, before delivery is made.

From the information that we have at hand, we understand that the Department will not assume the liability, or agree to pay either the freight, or drayage on the class of business, and we must look to the Shipper for remuneration, this we believe we have no right to do, for we have no authority from the Consignor to do, so, furthermore we question if the Department can give an order on a Transportation Co, to deliver the goods to us for delivery to the Department, and the Transportation Company should not recognize this order, unless so authorized by the Shipper, and the Shipper would be strictly within his rights not to pay us for freight charges advanced, or for drayage, upon the ground that he has no agreement with us, and in view of these conditions we are very reluctant to continue

(forward)

WHEN IN A HURRY, CALL MAIN 71

POWELL TRANSPORTATION COMPANY

429-31-33 NINTH STREET, S. W.

LOCAL AND LONG DISTANCE HAULING

EXCELLENT DRY STORAGE

SELLING AND DISTRIBUTING AGENTS FOR COMPRESSED CARBONIC CO., BALTIMORE, MD.

RESIDENCE PHONE, COL. 9548

WASHINGTON, D. C.

#2

Department of Agriculture.

to accept any other shipments other than outlined in the second paragraph of this letter.

You will readily appreciate the fact, that if we decline to accept this class of business (contracts) it will cause a great deal of expense, and delay if we are compelled to get the goods released to us by the Consignor, and the service would be very unsatisfactory to the Department, as well as ourselves and we feel that in justice to ourselves, that we discontinue accepting these shipments until at such times a this situation is cleared up.

Your Mr Forbes suggested that we place this matter in letter form, and he would take it up with the several heads of Department, with a view of arriving at some solution of the difficulty, and we very much hope that it can be eliminated, as it is our desire to give the best possible service, and under the existing circumstances, it will be impossible for us to do so.

Very truly yours.

Powell Transportation Co.

By *B. Powell*

WHEN IN A HURRY, CALL MAIN 71

POWELL TRANSPORTATION COMPANY

429-31-33 NINTH STREET, S. W.

LOCAL AND LONG DISTANCE HAULING

EXCELLENT DRY STORAGE

SELLING AND DISTRIBUTING AGENTS FOR COMPRESSED CARBONIC CO., BALTIMORE, MD.

RESIDENCE PHONE, COL. 9548

WASHINGTON, D. C. July 8th.1922.

Attention of Mr Forbes. Supt of Traffic.

Department of Agriculture.
Main Building.
Washington. D.C.

FILED
★ AUG 4 - 1922 ★
Please return to the
Secretary's File Room.

Gentlemen:-

In connection with our letter of the 7th inst, relative to the hauling of merchandise, from the several freight terminals to your Dept, and its branches, beg to advise that we have given the matter still further consideration, and have come to the conclusion that unless we are afforded much better facilities for the acceptance of the goods at the various Bureaus, and an opportunity to collect freight charges advanced by us to the Transportation Companies, we must decline to handle this class of business, in fact we very much doubt that we have any right to take these goods from the Railroad Co, without specific instructions from the Shipper, or Consignor, and they would be strictly within their rights in refusing to pay us for the amount advanced, and our draying charges, upon the ground that they have made certain arrangements elsewhere.

Now in the event of the arrival of this merchandise, it becomes necessary for us to communicate with the Shipper, and get him to release the goods to us, there will be such a delay, and expense incurred, that it would be impossible for us to give the Departments *the service* to which they are entitled, and our inability to render prompt, and efficient service, would make it unsatisfactory to them, and undesirable to us, so therefore commencing Monday July 10th, we will only accept from the Transportation Companies such freight as is shipped on a Government Bill of Lading, and on which we receive a Drayage Voucher on delivery. which is in accordance with our bid effective July 1st, 1922.

It is needless to say that we regret the necessity of taking this position, but under the existing conditions, it would be impossible for us to do otherwise.

Very truly yours.

Powell Transportation Co.

By

B. Powell

POWELL TRANSPORTATION COMPANY

429-31-33 NINTH STREET S. W.

LOCAL AND LONG DISTANCE HAULING

EXCELLENT DRY STORAGE

SELLING AND DISTRIBUTING AGENTS FOR COMPRESSED CARBONIC ACID, ALL TYPES OF

WASHINGTON D. C. July 28, 1922.

Attention of Mr. Rogers, Bureau of Entomology

Department of Agriculture.
Main Building.
Washington, D.C.



Gentlemen:-

In connection with our letter of the 7th inst, relative to the hauling of merchandise, from the several freight terminals to your Dept, and its branches, beg to advise that we have given the matter still further consideration, and have come to the conclusion that unless we are afforded such prompt facilities for the acceptance of the goods at the various Bureaus, and an opportunity to collect freight charges advanced by us to the Transportation Companies, we must decline to handle this class of business, in fact we very much doubt that we have any right to take these goods from the Railroad Co, without specific instructions from the Shipper, or Government, and they would be strictly within their rights in refusing to pay us for the amount advanced, and for drying charges, upon the ground that they have made certain arrangements elsewhere.

Now in the event of the arrival of this merchandise, it becomes necessary for us to communicate with the Shipper, and to release the goods to us, there will be such a delay, and expense incurred, that it would be impossible for us to give the Department to which they are entitled, and our inability to render prompt and efficient service, would make it unsatisfactory to them, and unnecessary to us, as therefore commencing Monday July 10th, we will only accept from the Transportation Companies such freight as is shipped on a Government Bill of Lading, and on which we receive a Treasury Voucher on delivery, which is in accordance with our old effective July 1st, 1922.

It is needless to say that we regret the necessity of taking this position, but under the existing conditions, it would be impossible for us to do otherwise.

Very truly yours,

Powell Transportation Co.

WHEN IN A HURRY, CALL MAIN 71

POWELL TRANSPORTATION COMPANY

429-31-33 NINTH STREET, S. W.

LOCAL AND LONG DISTANCE HAULING

EXCELLENT DRY STORAGE

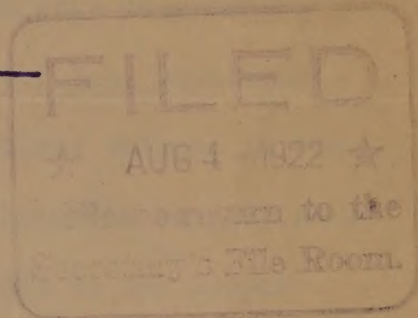
SELLING AND DISTRIBUTING AGENTS FOR COMPRESSED CARBONIC CO., BALTIMORE, MD.

RESIDENCE PHONE, COL. 9548

WASHINGTON, D. C. July 10th/22.

Attention of# Mr Ward.

Department of Agriculture.
Main Building.
Washington. D.C.



Dear Sirs:-

On July 8th, we wrote your Traffic Manager, Mr Forbes that in view of our grave doubts as to the legality of our accepting goods from the several Transportation Companies, for delivery to the Department, that on, and after Monday July 10th, we would not accept or deliver any merchandise to the various Bureaus, other than that was shipped on a Government B/L, which was in accordance with our agreement effective July 1st, but in the course of our conversation with you this AM, relative to this matter, you outlined a very satisfactory solution to this difficulty, and in order to facilitate the business of the Department, we will continue to accept this class of freight (contracts) until Thursday the 13th inst, at which time your Mr Forbes was to call a meeting of the several receiving clerks of the Bureaus, and and place the matter before them.

We have as you know made numerous deliveries to the Bureaus, from July 1st, to date, and have paid freight charges on a portion of same, these freight bills, with draying charges attached will be forwarded to their proper destination, with the request that if they are unable to give a Government B/L, a memo B/L will be issued, also a voucher for draying charges.

We very much hope that the plan for the handling of this merchandise, as outlined by you, will be adopted without change, as it undoubtedly will place us in a position to give the proper service to the Department, to which it is entitled.

Very truly yours.

Powell Transportation Co.

By

B. A. Powell

WASHINGTON D. C. July 10th/32.

Attention of Mr. [Name]

Department of Agriculture,
Main Building,
Washington, D.C.

Dear Sir:-

On July 8th, we wrote your Traffic Manager, Mr. [Name], that in view of our grave doubts as to the legality of our accepting goods from the several Transportation Companies, for delivery to the Department, that on, and after Monday July 10th, we would not accept or deliver any merchandise to the various persons, other than that was shipped on Government R.R., which was in accordance with our agreement of July 1st, 1932, in the context of our conversation with you this AM, relative to this matter, you outlined a very satisfactory solution to this difficulty, and in order to facilitate the business of the Department, we will continue to accept this class of freight (containing) until Thursday the 13th inst, at which time your R.R. forms will call a meeting of the several receiving clerks of the Bureau, and will place the matter before them.

We have as you know made numerous deliveries to the Bureau, from July 1st, to date, and have paid freight charges on a portion of same, these freight bills, with delivery receipts, will be forwarded to their proper destination, with the request that if they are unable to give a Government R.R. a receipt, it will be issued, also a voucher for freight charges.

We very much hope that the plan for the handling of this merchandise, as outlined by you, will be executed without delay, as it undoubtedly will place us in a position to give the Bureau service to the Department, to which it is entitled.

Very truly yours,

[Signature]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 18, 1922.

Circular No. 11

Accounting in connection with Freight Shipments

Hereafter shipments of freight consigned to this Department, or to any bureau thereof, purchased under contract f.o.b. Department, Washington, but arriving charges collect, will, unless shipped in care of a local transfer company, be picked up by the transfer company hauling under contract with the Department and delivered to the proper bureau or office.

Upon delivery the Bureau Receiving officer will issue a "Temporary Receipt For Government Shipment" on the approved form, to cover the charges, and a drayage ticket on the regular form to cover the hauling. The memorandum copies of each of these papers will be forwarded to the Bureau Accounting Officer to be taken up on his liability records. The transportation and hauling charges will then be deducted from the voucher covering the supplies shipped, and a copy of the letter advising the payee of such deduction attached thereto, with an appropriate reference to the dray ticket and "Temporary Receipt For Government Shipment", and the voucher passed for payment in the usual manner.

Upon receipt of proper vouchers from Railroad and Transfer Companies payment of the deducted freight and transfer charges will be made.

W. J. [Signature]
Administrative Assistant.

✓
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

August 11, 1922.

CIRCULAR NO. 109.

Claims Against Telegraph Companies.

FILE
P. L. GLADMON.

Hereafter all claims for damage suffered by the United States as a result of negligent or erroneous transmission of telegrams the charges on which are paid at Government rates, will be forwarded directly to the Secretary's office for consideration, and such action as may be deemed appropriate in the premises.

By direction of the Secretary.

W. A. [Signature]
Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

August 11, 1922.

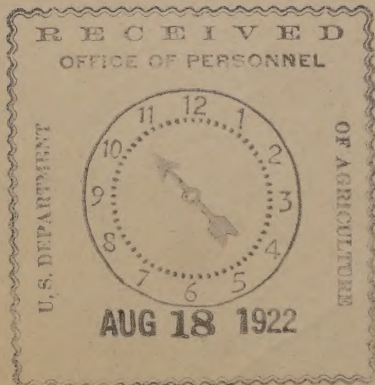
CIRCULAR NO. 103.

Citizens Against Tobacco Company.

FILE
C. L. GLADSTONE.

However, all claims for damages sustained by the United States as a result of negligent or intentional destruction of tobacco crops on which was paid an Government rate, will be forwarded directly to the Secretary's office for consideration, and such action as may be deemed appropriate to the premises.

*Respectfully,
W. L. Rouse*
Assistant Secretary

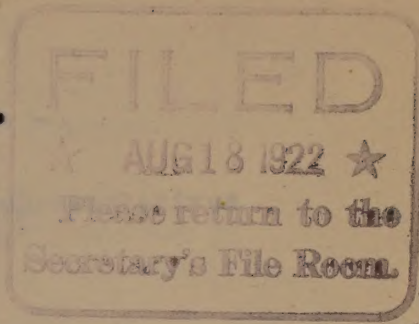


DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

August 8, 1922.

Circular No. 109



MEMORANDUM FOR CHIEF OF BUREAU.

Hereafter all claims for damage suffered by the United States as a result of negligent or erroneous transmission of telegrams the charges on which are paid at Government rates, will be forwarded directly to the Secretary's office for consideration, and such action as may be deemed appropriate in the premises.

Very truly yours,

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

August 8, 1922.

MEMORANDUM FOR CHIEF OF BUREAU.

Hereafter all claims for damage suffered by
the United States as a result of negligent or
erroneous transmission of telegrams the charges on
which are paid at Government rates, will be forwarded
directly to the Secretary's office for consideration,
and such action as may be deemed appropriate in the
premises.

Very truly yours,

Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

October 9, 1922.

CIRCULAR NO. 110

Supplemental to Circular 85, designating representatives
for Motor Transport.

Due to changes in personnel it has been necessary to revise the list of representatives of this Department to handle motor transport matters and to cooperate with the Area Coordinator, General Supply, in their respective areas. The present representatives of the Department are as follows:

Corps Area No. 1 - A. F. Burgess, Bureau of Entomology, Melrose Highlands, Mass.

Corps Area No. 2 - Wm. H. Stanton, Bureau of Agricultural Economics, 204 Franklin Street, New York City, New York.

Corps Area No. 3 - Thomas H. MacDonald, Chief, Bureau of Public Roads, Department of Agriculture, Washington, D. C.

Corps Area No. 4 - A. E. Loder, District Engineer, Bureau of Public Roads, Montgomery, Alabama.

Corps Area No. 5 - J. T. Voshell, District Engineer, Bureau of Public Roads, Post Office Building, South Chicago, Illinois.

Corps Area No. 6 - J. T. Voshell, District Engineer, Bureau of Public Roads, Post Office Building, South Chicago, Illinois.

Corps Area No. 7 - J. C. Wonders, District Engineer, Bureau of Public Roads, Douglas County Court House, Omaha, Nebraska.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

October 6, 1922

Circular No. 110

Supplemental to Circular 88, Relating to Travelers
for Motor Transport.

For to be used in personnel it has been necessary to revise

the list of persons given of this Department to include

persons who are not connected with the Department, General

and, in their respective cases. The persons, respectively of

the Department are as follows:

Group A - No. 1 - A. E. Jensen, District Engineer, Bureau of
Reclamation, Alaska.

Group A - No. 2 - W. H. Brown, District Engineer, Bureau of
Reclamation, New York.

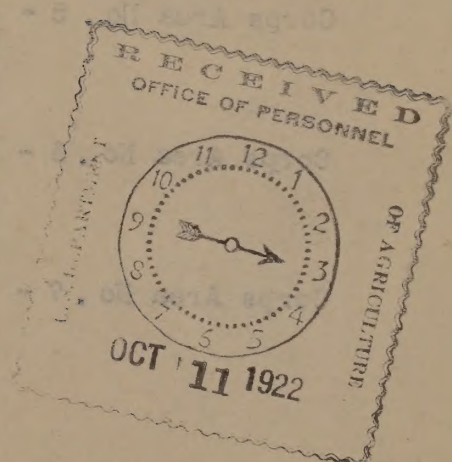
Group A - No. 3 - Thomas E. Macdonald, Chief, Bureau of
Reclamation, Washington, D. C.

Group A - No. 4 - A. E. Jensen, District Engineer, Bureau of
Reclamation, Alaska.

Group A - No. 5 - J. T. Voshell, District Engineer, Bureau of
Reclamation, Post Office Building, Chicago, Illinois.

Group A - No. 6 - J. T. Voshell, District Engineer, Bureau of
Reclamation, Post Office Building, Chicago, Illinois.

Group A - No. 7 - J. C. Woodruff, District Engineer, Bureau of
Reclamation, Post Office Building, Chicago, Illinois.

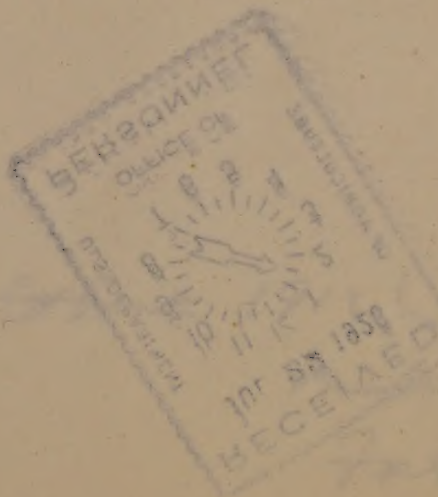


Corps Area No. 8 - A. R. Losh, District Engineer, Bureau of
Public Roads, 1912 Farmers and Mechanics Bank
Building, Fort Worth, Texas.

Corps Area No. 9 - L. I. Hewes, Deputy Chief Engineer, Bureau of
Public Roads, 886 Mills Building, San Francisco,
California.

By direction of the Secretary:

W. A. Gump
Administrative Assistant.

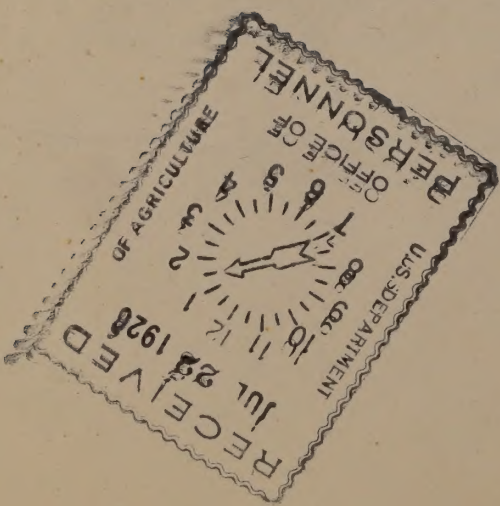


Copy Area No. 8 - A. E. Ross, District Engineer, Bureau of
Public Roads, 1913 Building and Mechanical Shop
Building, Fort Worth, Texas.

Copy Area No. 9 - L. I. Howe, Deputy Chief Engineer, Bureau of
Public Roads, 888 Mills Building, San Francisco,
California.

By direction of the Secretary:

[Signature]
Administrative Assistant



UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE

REFER TO FILE NO. **M-1**

Sept. 23, 1922.

MEMORANDUM FOR MR. REESE

Dear Mr. Reese:

The list of motor representatives in the several corps areas, as given in your memorandum of September 21, is correct.

Very truly yours,

L. H. Macdonald

Chief of Bureau.

[Signature]

*A R Hart
Dist Eng
Dist*

*501 ~~Arboretum~~ 1912 ~~Mesh~~
Buck Ridge
Fort Worth*

• 88 •

REFER TO FILE NO.
M-1
IN YOUR REPLY PLEASE

Best M. + H. 1888:

Very truly yours,

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

September 27, 1922.

MEMORANDUM FOR MR. R. M. REESE.

Dear Mr. Reese:

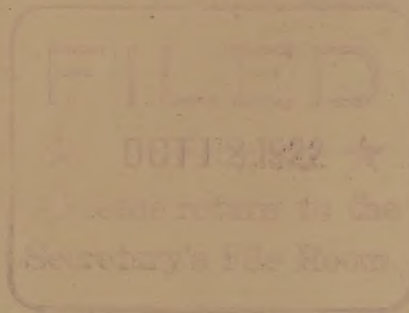
In reply to your letter of September 21 in regard to Mr. A. F. Burgess, motor representative for the Department in Corps Area No. 1, Melrose Highlands, Mass., I beg to advise you that Mr. Burgess is still an employee of the Department and that he states that he has responded to all calls made by the Corps Coordinator and has furnished him such information as has been requested.

Respectfully,

E. B. Leary

EBO/jrr

Assistant to Chief.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ENTOMOLOGY
WASHINGTON, D. C.

September 27, 1922.

MEMORANDUM FOR MR. J. M. JONES.

Dear Mr. Jones:

In reply to your letter of September 21 in regard to Mr. A. B. Jones, your representative for the Department in North Carolina. I beg to advise you that Mr. Jones is still an employee of the Department and that he desires that he be considered as all calls made by the North Carolina and his knowledge and such information as has been requested.

Respectfully,

Assistant to Chief.

W. H. Jones

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS

FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND

OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS

WASHINGTON

IN REPLY REFER TO FILE

September 26, 1922.

MEMORANDUM FOR MR. REESE,

CHIEF CLERK.

Dear Mr. Reese:

Replying to your letter of the 21st, I find that Mr. Wm. H. Stanton, in charge of our Fruit and Vegetable work, New York office, is now the motor representative for the Department in Corps Area No. 2.

Mr. A. D. Gail resigned several months ago.

Very truly yours,

Q. L. Snow
Administrative Assistant.

FILED

★ OCT 12 1922 ★

Please return to the
Secretary's File Room.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS

FOR THE PURPOSE OF AGRICULTURAL ECONOMICS AND

TO BE USED IN THE BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

September 25, 1922.

MEMORANDUM FOR MR. HARRIS

WILLIAM C. HARRIS

Dear Mr. Harris:

Replying to your letter of the 22nd, I have to say that Mr. H. H. Barton, in charge of the Fruit and Vegetable work, New York office, is now the most representative for the Department in this area. Mr. S. H. A. D. Hall resigned several months ago.

Very truly yours,

Administrative Assistant

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UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

September 21, 1922.

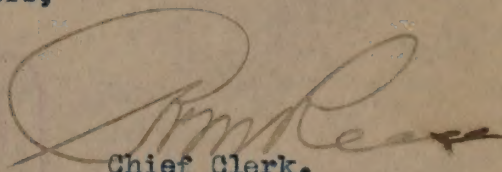
Mr. C. L. Snow,
Administrative Assistant,
Bureau of Agricultural Economics.

Dear Mr. Snow:

On October 31, Mr. Jump, the Administrative Assistant, announced that Mr. A. Dexter Gail, Jr., Bureau of Markets and Crop Estimates, was designated as motor representative for the department in Corps Area No. 2, 204 Franklin Street, New York City, N. Y.

Please advise if the above employee is still in the Department and performing the functions of representative for your corps area or whether some other employee has been designated to take his place.

Very truly yours,


Chief Clerk.

RECEIVED
OCT 13 1922
U. S. DEPT. OF AGRICULTURE
OFFICE OF CHIEF CLERK

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK
WASHINGTON, D. C.

September 21, 1932.

Mr. G. H. Snow,
Assistant Secretary,
Bureau of Agricultural Economics.

Dear Mr. Snow:

On October 21, Mr. Jump, the Administrative Assistant,
advised that Mr. A. Dexter Bell, Jr., Bureau of Markets and
Crop Estimates, was designated as motor representative for
the department in Corps Area No. 2, 204 Franklin Street, New
York City, N. Y.

Please advise if the above employee is still in the De-
partment and performing the functions of representative for
your corps area or whether some other employee has been desig-
nated to take his place.

Very truly yours,

Chief Clerk.